

SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: October 10, 2000

REVISED:

MOON AREA SCHOOL DISTRICT

501. CREATING A POSITION	
1. Purpose	Positions for classified employees will be established by the Board in order to provide programs of education and other supporting sources, consistent with the needs and resources of the community.
2. Authority SC 406	<p>The need for creating classified positions will be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional classified positions will include:</p> <ol style="list-style-type: none"> 1. A job description clearly descriptive of the duties for which the positions were created. 2. The number of persons within each job category. 3. The initial salary for a new position. <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ol style="list-style-type: none"> 1. The number of students enrolled. 2. The special needs of the students. 3. The financial resources of the district. 4. The operational needs of the district.
3. Delegation of Responsibility	The Board expects that the Superintendent shall normally be responsible for recommending new or additional classified positions. The Board reserves for itself the final determination as to the number and kind of classified positions deemed necessary for the effective operation of the schools.

501. CREATING A POSITION - Pg. 2

<p>School Code 406</p>	<p>The Board may, through its chief administrator, seek the advice of its administrative staff in creating a new position or increasing the number of employees in existing positions.</p>
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