

EASTON AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: July 20, 2006

REVISED:

501. CREATING A POSITION	
1. Purpose	The Board shall establish the necessary number of classified positions to perform those services in support of the various programs within the district and employ qualified personnel to fill these positions.
2. Authority SC 406	Positions for classified staff shall be created with the approval of the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of classified positions deemed necessary for effective operation of the schools.
3. Guidelines	<p>Recommendations for new or additional classified positions shall include:</p> <ol style="list-style-type: none"> 1. A job description specifying the qualifications, responsibilities, and duties for which the position was created, and a method of evaluating the employee's performance. 2. Initial salary for a new position. 3. Supporting data and other rationale relevant to the recommendation. <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. Number of students enrolled. 2. Special needs of students. 3. Financial resources of the district. 4. Operational needs of the district.
4. Delegation of Responsibility	The Superintendent shall normally be responsible for recommending new or additional classified positions.

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<p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 406</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</p> <p>The Superintendent or designee shall be responsible to maintain a comprehensive and current job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</p>
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