

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

301. CREATING A POSITION	
1. Purpose SC 1001 1106	Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the district.
2. Authority SC 1106	The need for creating administrative positions shall be determined by the Board in accordance with these guidelines. Recommendations for continuing, new or additional administrative positions will include: position description clearly descriptive of the duties for which the positions were created; a title that conforms with the appropriate certificate if such certification is required; and supporting data and other rationale incidental to the recommendation for such a position.
SC 1075 1142	The initial salary or salary range for new positions shall be determined by the Board at the time of creating such positions based upon the recommendation of the Superintendent and supporting documentation.
SC 652	In the exercise of its authority to create new positions, the Board shall give primary consideration to: the most effective management of the affairs of the district; the number of students enrolled; and 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 administrative positions. The Board reserves for itself the final determination as to the number and kind of administrative

301. CREATING A POSITION - PAGE 2

<p>School Code 652, 1001, 1106 1075, 1142, 2107</p>	<p>positions deemed necessary for the effective management of the district.</p> <p>The Board may consider the advice and recommendations of the Board Secretary, the Solicitor, and others in creating new administrative positions.</p>
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