

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: MAY 9, 2007

REVISED:

# FERNDALE AREA SCHOOL DISTRICT

<b>401. CREATING A POSITION</b>	
<b>1. Purpose</b>	<b>Teaching positions and positions for other professional employees shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the schools and the resources of the community.</b>
<b>2. Authority</b> SC 1106, 1107 Title 22 Sec. 4.4	<b>The need for creating teaching positions and other professional positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of professional positions deemed necessary for effective operation of the schools, subject to the mandates and provisions of School Code.</b>
<b>3. Guidelines</b>	<p><b>Recommendations for a new or additional professional position shall include:</b></p> <ol style="list-style-type: none"> <li><b>1. Job description clearly describing the duties for which the position was created.</b></li> <li><b>2. A title that conforms with the appropriate certificate if certification is required.</b></li> <li><b>3. Supporting data and other rationale relevant to the recommendation.</b></li> </ol> <p><b>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</b></p> <ol style="list-style-type: none"> <li><b>1. Number of students enrolled.</b></li> <li><b>2. Special needs of students.</b></li> <li><b>3. Operational needs of the district.</b></li> <li><b>4. Financial resources of the district.</b></li> </ol>

<p><b>4. Delegation of Responsibility</b></p> <p><b>42 U.S.C. Sec. 12101 et seq</b></p> <p><b>School Code 1106, 1107</b></p> <p><b>42 U.S.C. Sec. 12101 et seq</b></p> <p><b>PA Code Title 22 Sec. 4.4</b></p>	<p><b>The Board may, through the Superintendent, consider the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</b></p> <p><b>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</b></p>
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