

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: November 14, 2007

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>3. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p style="text-align: center;">501. CREATING A POSITION</p> <p>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.</p> <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 outlining the duties for which the positions were created. 2. The number of persons within each job category. <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to the number of students enrolled, the special needs of the students, and the financial resources and operational needs of the district.</p> <p>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.</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> <p>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.</p>
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School Code

406

41 U.S.C.

Sec. 12101 et seq