

SECTION: CLASSIFIED  
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: November 9, 1995

REVISED: January 11, 2007

# Palmyra Area School District

501. CREATING A POSITION	
1. Purpose	<p>Positions for classified 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>
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 with these guidelines. Recommendations for continuing, new, or additional classified positions will include a job description clearly descriptive of the duties for which the positions were created and the initial salary for a new position.</p> <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ul style="list-style-type: none"><li>the number of students enrolled;</li><li>the special needs of the students; and</li><li>the operational needs of the district.</li></ul>
3. Delegation of Responsibility	<p>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 classified positions deemed necessary for the effective operation of the schools.</p> <p>The Board may consider the advice and recommendations of the Board Secretary, the Solicitor, and others in creating new classified positions.</p>