

# NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: March 10, 1997

REVISED:

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.  The Board will approve the purpose and function of each position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the task of writing, or causing to be written, a job description for the 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.  In the exercise of its authority to create new positions, the Board shall give primary consideration to
SC 652	the most effective management of the affairs of the district,  the number of students enrolled,  the operational needs of the district, and  the financial resources of the district.
3. Delegation of Responsibility	It is the responsibility of the Superintendent, and of persons delegated by him/her to determine the personnel needs of the district and to locate suitable candidates to recommend for employment to the Board. An estimate of the cost of the recruitment and selection program will be made annually by the Superintendent and presented to the Board for inclusion in the annual budget.

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<p>School Code 652, 1001, 1106, 1075, 1142, 2107</p>	<p>The Board wishes the Superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.</p>
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