NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: March 10, 1997

REVISED:

	401. CREATING A POSITION
1. Purpose SC 1106	Teaching positions and positions for other professional employees will be established by the Board in order to provide programs of education and other supporting services, consistent with the needs and resources of the community.
2. Authority	The need for creating teaching positions and positions for other professional employees shall be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional professional positions will include: a job 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
SC 652	the number of professional employees required to teach each subject.
	In the exercise of its authority to create new positions, the Board shall give primary consideration to:
SC 652	the number of students enrolled; the special needs of students; and the operational needs 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 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.

School Code 652, 1106	