

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: NON-PROFESSIONAL
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: March 10, 1997

REVISED:

501. CREATING A POSITION	
1. Purpose	Positions for non-professional 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.
2. Authority SC 406	<p>The need for creating non-professional positions will be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional non-professional positions will include</p> <ul style="list-style-type: none"> a job description clearly descriptive of the duties for which the positions were created; the number of persons within each job category; and the initial salary for a new position. <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"> the number of students enrolled; the special needs of the students; the financial resources of the district; 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 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.