

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: October 24, 2007

REVISED:

	301. CREATING A POSITION
1. Purpose	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 1001, 1106 Title 22 Sec. 4.4	The need for creating administrative positions shall be determined by the Board. Recommendations for continuing, new or additional administrative positions will include position descriptions clearly outlining the duties for which the positions were created; a title that conforms with the appropriate certificate if such certification is required; and supporting data and other rationale incidental to the recommendation for such a position.
SC 1075, 1142	<p>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 or designee and supporting documentation.</p> <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to the most effective management of the affairs of the district and the special needs of students.</p>
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 administrative positions deemed necessary for the effective management of the district.</p> <p>The Board may, through its chief administrator, seek advice of its administrative staff in creating a new position or increasing the number of administrators in existing positions.</p>
42 U.S.C. Sec. 12101 et seq	The Board instructs the Superintendent or designee to maintain a comprehensive and up-to-date set of job descriptions for all positions in the school system. Job descriptions shall be prepared in accordance with relevant federal and state law and regulations.

School Code
1001, 1106, 1075,
1142

42 U.S.C.
Sec. 12101 et seq

PA Code
Title 22
Sec. 4.4