



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	CREATING A POSITION
ADOPTED:	5/25/16
REVISED:	

301 - CREATING A POSITION

Section 1. Purpose

Positions for administrative professional employees shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the schools and the resources of the community.

Section 2. Definition

Administrative Employee - an employee certified by the Pennsylvania Department of Education to oversee, supervise, and evaluate professional and non-professional staff of the District.

Section 3. Authority

The need for creating administrative professional positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of administrative professional positions deemed necessary for effective operation of the schools.

Section 4. Guidelines

- a. Recommendations for a new or additional administrative professional position shall include:
 - 1. Job description clearly describing the duties for which the position was created.
 - 2. A title that conforms to necessary or appropriate certifications.
 - 3. Supporting data and other rationale relevant to the recommendation.
- b. In the exercise of its authority to create new positions, the Board shall give primary consideration to:
 - 1. Number of staff to be supervised.

SC 1106, 1107
Title 22
Sec. 4.4
Pol. 104

2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the District.
5. Financial resources of the District.

Section 5. Delegation of Responsibility

- a. The Superintendent shall be responsible for recommending new or additional administrative professional positions.
- b. The Board may, through the Superintendent, consider the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.
- c. The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the District. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.

References:

School Code 1106, 1107
42 U.S.C. – Sec. 12101 et seq.
PA Code – Title 22 – Sec. 4.4
Board Policy – 104

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