



**NORTH ALLEGHENY  
SCHOOL DISTRICT**

<b>SECTION:</b>	<b>CLASSIFIED, CONFIDENTIAL AND PARAPROFESSIONAL EMPLOYEES</b>
<b>TITLE:</b>	<b>CREATING A POSITION</b>
<b>ADOPTED:</b>	<b>5/25/16</b>
<b>REVISED:</b>	

**501 - CREATING A POSITION**

**Section 1. Purpose**

Positions for other support 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. Definitions**

Classified Employees – those employees whose positions of employment do not require professional certification under provisions of Pennsylvania State Law. These employees provide necessary support to the overall functioning of the organization. Classified positions at North Allegheny School District shall include bus drivers, custodians, garage mechanics and maintenance employees.

Confidential Employees - those employees whose positions of employment within a school district do not require professional certification under provisions of Pennsylvania State Law, but who may be required to develop processes, maintain procedures, and provide assistance to the overall operation of the District or Administration, and whose duties normally require access to confidential information which contributes significantly to the successful operation of the School District.

Paraprofessional Employees - those employees whose positions of employment within a school district do not require professional certification under provisions of Pennsylvania State Law, and who are generally responsible for specialized or concentrated assistance and support for students and staff in elementary and secondary school buildings.

**Section 2. Authority**

The need for creating support 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 support positions deemed necessary for effective operation of the schools.

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

**Section 3. Guidelines**

- a. Recommendations for a new or additional support 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. Operational needs of the District.
  - 2. Financial resources of the District.
  - 3. Special projects related to facilities, maintenance, and transportation.
  - 4. Special needs of students.

**Section 4. Delegation of Responsibility**

- a. The Superintendent shall be responsible for recommending new or additional support 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.