

# SHALER AREA SCHOOL DISTRICT

POLICY 301

SECTION: ADMINISTRATIVE EMPLOYEES  
 TITLE: CREATING A POSITION  
 ADOPTED: March 18, 1998  
 REVISED:

## 301. CREATING A POSITION

1. Purpose  
 SC 1101, 1106

Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the district.

2. Authority

The need for creating administrative positions shall be determined by the Board. Recommendations for continuing, new, or additional administrative positions will include:

1. Position description clearly outlining the duties for which the positions were created.
2. A title that conforms with the appropriate certificate if such certification is requested.
3. Supporting data and other rationale incidental to the recommendation for such a position.

SC 1075  
 1142

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 and supporting documentation.

3. Delegation of  
 Responsibility

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, the number of students enrolled, the special needs of students, the operational needs of the district, and the financial resources of the district.

ADA of 1990                      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.

School Code                      The Board instructs the Superintendent to maintain a comprehensive 652, 1001, 1106, and up-to-date set of job descriptions for all positions in the school system. 1075, 1142, 2107 Job descriptions shall be ADA specific.