

SHALER AREA SCHOOL DISTRICT

POLICY 501

SECTION: CLASSIFIED EMPLOYEES
 TITLE: CREATING A POSITION
 ADOPTED: February 18, 1998
 REVISED:

501. CREATING A POSITION

1. Purpose Positions for classified 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. Definition Classified employees include all employees not defined as either administrative or professional employees.

3. Authority The need for creating classified positions will be determined by the Board
 SC 406 in accordance with these guidelines. Recommendations for continuing, new, or additional classified positions will include:
 1. A job description clearly outlining the duties for which the positions were created.
 2. The number of persons within each job category.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

 1. The number of students enrolled.
 2. The special needs of the students.
 3. The financial resources of the district.
 4. The operational needs of the district.

4. Delegation of Responsibility

The Board expects that the Superintendent shall normally be responsible for recommending new or additional classified positions. The Board reserves for itself the final determination as to the number and kind of classified positions deemed necessary for the effective operation of the schools.