

ALLENTOWN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: 6/25/98

REVISED:

	501. CREATING A POSITION
1. Purpose	To provide programs of education and other supporting services, consistent with the needs and resources of the community, positions for classified employees shall be established by the Board.
2. Authority SC 406	<p>The need for creating classified positions will be determined by the Board in accordance with these guidelines. A recommendation for a new or additional classified position will include:</p> <ol style="list-style-type: none"> 1. A job description clearly descriptive of the duties for which the position was created. 2. Supporting data and other rationale incidental to the recommendation for the position. <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to the number of students enrolled, the special needs of the students, the operational needs of the district, and the financial resources of the district.</p>
3. Delegation of Responsibility	<p>The Board expects that the Superintendent shall 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.</p> <p>The Board may, through its chief administrator, seek the advice of its administrative staff, in creating a new position or increasing the number of employees in existing positions.</p>