



Section: ADMINISTRATIVE EMPLOYEES
Title: CREATING A POSITION
Adopted: February 20, 1996
Revised: December 18, 2001

	301. CREATING A POSITION	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p>Administrative positions will be established by the Joint Operating Committee to provide effective management and leadership for the school.</p> <p>The need for creating administrative positions shall be determined by the Joint Operating Committee. Recommendations for new or additional administrative positions will include:</p> <ul style="list-style-type: none"> Position description clearly stating duties, A title that conforms with the appropriate certificate, Supporting data and other rationale incidental to the recommendation for such a position. <p>The initial salary or salary range for new positions shall be determined by the Joint Operating Committee at the time of creating such positions, based upon the Administrative Evaluation and Compensation Plan.</p> <p>In the exercise of its authority to create new positions, the Joint Operating Committee shall give primary consideration to: the most effective management of the affairs of the school, number of students enrolled, special needs of students and the operational needs of the school.</p> <p>The Joint Operating Committee expects that the Administrative Director shall normally be responsible for recommending new or additional administrative positions. The Joint Operating Committee reserves for itself the final determination as to the number and kind of administrative positions deemed necessary for the effective management of the school.</p> <p>Applications for employment shall be available through the Administrative Office and will remain on file for a period of one (1) year from the date received.</p> <p>Position vacancies will be posted for all positions fifteen days prior to the appointment of the position. It may be necessary due to an emergency that the posting period may be shortened.</p> <p>The Joint Operating Committee respects the concerns for compliance with equal opportunity in the filling of all employment positions showing non-bias to sex, race, religion or creed.</p>	<p>SC 1001 1106 2107</p> <p>SC 1106</p> <p>SC 1075 1142</p> <p>SC 652 1001 1075 1106 1142</p>

