LEBANON COUNTY CAREER AND TECHNOLOGY C·E·N·T·E·R

Section: PROFESSIONAL EMPLOYEES

Title: CREATING A POSITION

Adopted: February 20, 1996

Revised: December 18, 2001

	401. CREATING A POSITION	
1. Purpose	Teaching positions and positions for other professional employees will be established by the Joint Operating Committee in order to provide programs of education and other supporting services, consistent with the needs and resources of the participating schools.	SC 1106
2. Authority	The need for creating new teaching or support positions shall be determined by the Joint Operating Committee. Recommendations for new or additional positions will include: A job description clearly stating duties; A title that conforms with the appropriate certificate if such certification is required, and The number of professional employees required to teach each program.	SC 1106
	In the exercise of its authority to create new positions, the Joint Operating Committee shall give primary consideration to the number of students enrolled, the special needs of the participating districts, the special needs of students, the operational needs of the school, and the financial resources of the school.	SC 652
3. Delegation of Responsibility	The Joint Operating Committee expects that the Administrative Director shall normally be responsible for recommending new or additional professional positions. The Joint Operating Committee reserves for itself the final determination as to the number and kind of professional positions deemed necessary for the effective operation of the school. The Joint Operating Committee shall, through its Administrative Director, seek the advice of its administrative staff in creating a new position or increasing the number of employees in existing positions. 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.	
	Position vacancies will be posted for all positions fifteen days prior to the deadline for applications. It may be necessary due to an emergency that the posting period may be shortened. 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. ***Refer to Policy 301 for:*** • ***Standard Application for Teaching Positions in Pennsylvania Public Schools*** • ***Announcement – Position Opening*** • ***Personnel File Worksheet***	SC 652 1106