



Section: CLASSIFIED EMPLOYEES
Title: CREATING A POSITION
Adopted: February 20, 1996
Revised: December 18, 2001
 August 21, 2007

501. CREATING A POSITION		
1. Purpose	Positions for classified employees will be established by the Joint Operating Committee in order to provide support services, consistent with the needs and resources of the participating schools.	SC 1106
2. Authority	<p>The need for creating support positions shall be determined by the Joint Operating Committee in accordance with these guidelines. Recommendations for continuing, new or additional positions will include a job description clearly descriptive of the duties for which the positions were created.</p> <p>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.</p> <p>The Joint Operating Committee expects that the Administrative Director shall normally be responsible for recommending new or additional positions.</p>	<p>SC 1106</p> <p>SC 652</p>
3. Delegation of Responsibility	<p>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.</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 deadline for applications. 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, age or creed.</p>	