

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: PROFESSIONAL EMPLOYEES

Title: CREATING A POSITION

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

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**401. CREATING A POSITION**

- .1 Teaching positions and positions for other professional employees will be established by the Board in order to provide programs of education and other supporting services, consistent with the needs and resources of the community.
- .2 The need for creating teaching positions and positions for other professional employees shall be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional professional positions will include:
  - .21 a job description clearly descriptive of the duties for which the positions were created
  - .22 a title that conforms with the appropriate certificate if such certification is required.
- .3 In the exercise of its authority to create new positions, the Board shall give primary consideration to:
  - .31 the number of students enrolled
  - .32 the special needs of students
  - .33 the operational needs of the district
  - .34 the financial resources of the district.
- .4 The Board expects that the Superintendent shall normally be responsible for recommending new or additional professional positions. The Board reserves for itself the final determination as to the number and kind of professional positions deemed necessary for the effective operation of the schools.

- .5 The Board shall, 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.