

<p style="text-align: center;">BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</p>
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Section: ADMINISTRATIVE EMPLOYEES

Title: CREATING A POSITION

Date Adopted: August 17, 1981

Date Last Revised: December 16, 2002

301. CREATING A POSITION

- .1 Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the district.
- .2 The need for creating administrative positions shall be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional administrative positions will include:
 - .21 position 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 The initial salary or salary range for new positions shall be determined by the Board at the time of creating such positions based upon the recommendation of the Superintendent.
- .4 In the exercise of its authority to create new positions, the Board shall give primary consideration to:
 - .41 the most effective management of the affairs of the district
 - .42 the number of students enrolled
 - .43 the operational needs of the district
 - .44 the financial resources of the district
 - .45 compliance with state and federal regulations.

- .5 The Board expects that the Superintendent shall normally be responsible for recommending new or additional administrative positions. The Board reserves for itself the final determination as to the number and kind of administrative positions deemed necessary for the effective management of the district.