

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: CLASSIFIED EMPLOYEES

Title: CREATING A POSITION

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

501. CREATING A POSITION

- .1 Positions for classified employees will be established by the Board in order to provide programs of education and other supporting sources, consistent with the needs and resources of the community.
- .2 The need for creating classified positions will be determined by the Board in accordance with these guidelines. Recommendations for continuing, creating new, or adding classified positions will include:
 - .21 a job description clearly descriptive of the duties for which the positions were created
 - .22 the initial salary for a new position.
- .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 the community
 - .33 the financial resources of the district
 - .34 the operational needs of the district.
- .4 The Board expects that the Superintendent shall normally be responsible for recommending new or additional classified positions. The Board reserves for itself the final determination as to the number and kind of classified positions deemed necessary for the effective operation of the schools.

- .5 The Board shall, through the Superintendent, seek the advice of its administrative staff in creating a new position or increasing the number of employees in existing positions.