

# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: **SUPPORT EMPLOYEES**

TITLE: **CREATING A POSITION**

ADOPTED:

REVISED:

501. CREATING A POSITION	
1. Purpose	Positions for <b>support</b> employees <b>shall</b> be established by the Board in order to provide educational programs and supporting <b>services</b> consistent with the needs of the schools and the resources of the community.
2. Authority SC 406	The need for creating <b>support</b> positions <b>shall</b> be determined by the Board, <b>based on the recommendation of the Superintendent</b> . The Board reserves for itself the final determination <b>of</b> the number and <b>type</b> of <b>support</b> positions deemed necessary for effective operation of the schools.
3. Guidelines	<p>Recommendations for a new or additional <b>support</b> position <b>shall</b> include:</p> <ol style="list-style-type: none"> <li>1. Job description clearly <b>outlining</b> the duties for which the position was created.</li> <li>2. Initial salary for a new position.</li> <li>3. <b>Supporting data and other rationale relevant to the recommendation.</b></li> </ol> <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ol style="list-style-type: none"> <li>1. Number of students enrolled.</li> <li>2. Special needs of students.</li> <li>3. Financial resources of the district.</li> <li>4. Operational needs of the district.</li> </ol>
4. Delegation of Responsibility	The Superintendent shall normally be responsible for recommending new or additional <b>support</b> positions.

<p><b>42 U.S.C. Sec. 12101 et seq</b></p> <p>School Code 406</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Board may, through <b>the Superintendent</b>, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</p> <p><b>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</b></p>
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