

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: December 16, 2004

REVISED: August 17, 2006

| 301. CREATING A POSITION | |
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| 1. Purpose | Administrative positions will be established by the Joint Operating Committee in order to provide effective management and leadership for the operation of the school. |
| 2. Authority SC 1850.1 Title 22 Sec. 4.4 | The need for creating administrative positions shall be determined by the Joint Operating Committee, based on the recommendation of the Administrative Director. The Joint Operating Committee reserves for itself the final determination of the number and kind of administrative positions deemed necessary for effective management of the school. |
| SC 1075, 1142 | The initial salary or salary range for new positions shall be determined by the Joint Operating Committee at the time of creating such positions, based upon the recommendation of the Administrative Director and supporting documentation. |
| 3. Guidelines | <p>In the exercise of its authority to create new positions, the Joint Operating Committee shall give primary consideration to the following:</p> <ol style="list-style-type: none"> 1. Most effective management of career and technical programs. 2. Number of students enrolled. 3. Special needs of students. 4. Operational needs of the school. 5. Financial resources of the school. <p>Recommendations for continuing, new or additional administrative positions shall include:</p> <ol style="list-style-type: none"> 1. Job descriptions clearly outlining the duties for which the positions were created. 2. Supporting data and other rationale relevant to the recommendation. |

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| <p>4. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 1850.1</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>PA Code Title 22 Sec. 4.4</p> | <p>The Administrative Director shall be responsible for recommending new or additional administrative positions.</p> <p>The Administrative Director or designee shall be responsible to maintain a comprehensive and up-to-date job description for all administrative positions in the school. Job descriptions shall be prepared in accordance with the provisions of relevant laws.</p> |
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