

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: November 18, 2004

REVISED: August 17, 2006

REVIEWED: September 18, 2025

	501. CREATING A POSITION
1. Purpose	<p><b>Purpose</b> Positions for classified employees will be established by the Joint Operating Committee in order to provide educational programs and supporting services, consistent with the needs of the school and the resources of the participating school districts.</p>
2. Authority SC 1850.1	<p><b>Authority</b> The need for creating classified 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 classified positions deemed necessary for effective operation of the school.</p>
3. Guidelines	<p><b>Guidelines</b> Recommendations for continuing, new or additional classified positions shall include:</p> <ol style="list-style-type: none"> <li>1. Job descriptions clearly outlining the duties for which the positions were created.</li> <li>2. Initial salary for a new position.</li> <li>3. Supporting data and other rationale relevant to the recommendation.</li> </ol> <p>In the exercise of its authority to create new positions, the Joint Operating Committee 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 school.</li> <li>4. Operational needs of the school.</li> </ol>

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4. Delegation of Responsibility	<b>Delegation of Responsibility</b> The Administrative Director shall normally be responsible for recommending new or additional classified positions.
42 U.S.C. Sec. 12101 et seq	The Administrative Director or designee shall be responsible to maintain a comprehensive and up-to-date job description for all classified positions in the school. Job descriptions shall be prepared in accordance with the provisions of relevant laws.
School Code 406	
42 U.S.C. Sec. 12101 et seq	