

CHESTER COUNTY
 INTERMEDIATE
 UNIT 24

SECTION: EMPLOYEES
 TITLE: CREATING A POSITION
 ADOPTED: JULY 21, 2010
 READOPTED: AUGUST 19, 2020

301. CREATING A POSITION

<u>Policy Section</u>	<u>Policy Description</u>
1. Authority	<p>All employee positions shall be established by the Board in order to provide the effective leadership and management necessary to operate the Intermediate Unit and to provide quality educational programs and support services, consistent with the needs of the member school districts and the resources of the Intermediate Unit.</p> <p>The need for creating positions shall be determined by the Board, based on the recommendation of the Executive Director. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the Intermediate Unit and operation of Intermediate Unit programs and services.</p> <p>Legal Reference: SC 963, 964, 965, Title 22, Sec. 4.4</p> <p>The initial salary or salary range for a new position shall be determined by the compensation plan or collective bargaining agreement in effect for that employee group.</p> <p>Legal Reference: SC 963, 964, 965; Pol. 328</p> <p>In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:</p> <ol style="list-style-type: none"> 1. Programs and services provided to member school districts. 2. Number and needs of students enrolled in Intermediate Unit programs. 3. Operational needs and financial resources of the Intermediate Unit.
2. Delegation of Responsibility	<p>The Executive Director shall be responsible for recommending a new or additional administrative, professional or support position.</p> <p>Recommendations for a new or additional position shall include:</p>

<p>3. Guidelines</p> <p>References:</p>	<ol style="list-style-type: none">1. Job description clearly stating the duties for which the position was created.2. Title that conforms with the appropriate certificate if certification is required.3. Supporting data and other rationale relevant to the recommendation. <p>The Board may, through the Executive Director, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.</p> <p>The Executive Director or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the Intermediate Unit. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations and shall be on file in the Human Resources Department.</p> <p>Legal Reference: Pol. 104</p> <p><u>Human Resources Plan</u></p> <p>The Executive Director shall be responsible for developing a comprehensive Human Resources Plan for approval by the Board. The Plan minimally will show or project: current status; future staff requirements; planned recruitment and promotion activities, including recruitment that is nondiscriminatory in nature; and staff development activities.</p> <p>The Human Resources Plan shall be revised and updated every five (5) years, unless circumstances require more frequent modification.</p> <p>School Code – 24 P.S. Sec. 963, 964, 965 State Board of Education Regulations – 22 PA Code Sec. 4.4 Board Policy – 104, 328</p>
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