

# SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: April 18, 2002

REVISED:

	301. CREATING A POSITION
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 center.
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 center.
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"> <li>1. Most effective management of vocational technical programs.</li> <li>2. Number of students enrolled.</li> <li>3. Special needs of students.</li> <li>4. Special needs of the center.</li> <li>5. Operational needs of the center.</li> <li>6. Financial resources of the center.</li> </ol> <p>Recommendations for continuing, new or additional administrative 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> </ol>

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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>2. A title that conforms with the appropriate certificate if certification is required.</p> <p>3. Supporting data and other rationale relevant to the recommendation.</p> <p>The Administrative Director shall be responsible for recommending new or additional administrative positions.</p> <p>The Joint Operating Committee may, through the Administrative Director, seek the advice of administrative staff in creating a new position or increasing the number of administrators in existing 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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