

# SUN AREA TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: May 16, 2002

REVISED:

401. CREATING A POSITION	
1. Purpose	Teaching positions and positions for other professional employees shall be established by the Joint Operating Committee in order to provide educational programs and supporting services, consistent with the needs of the center and the resources of the participating school districts.
2. Authority SC 1850.1 Title 22 Sec. 4.4	The need for creating teaching positions and positions for other professional employees 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 professional positions deemed necessary for effective operation of the center.
3. Guidelines	<p>Recommendations for continuing, new or additional professional 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. A title that conforms with the appropriate certificate if certification is required.</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. Vocational needs of the surrounding communities.</li> <li>3. Special needs of students.</li> <li>4. Operational needs of the center.</li> <li>5. Financial resources of the center.</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>The Administrative Director shall be responsible for recommending new or additional professional 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 employees 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 professional positions in the school. Job descriptions shall be prepared in accordance with the provisions of the relevant laws.</p>
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