

SECTION: ADMINISTRATIVE  
EMPLOYEES

# CARLISLE AREA SCHOOL DISTRICT

TITLE: CREATING A POSITION

ADOPTED: September 21, 2006

REVISED:

	301. CREATING A POSITION
1. Purpose	Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the district.
2. Authority SC 1001, 1106 Title 22 Sec. 4.4	The need for creating administrative positions shall be determined by the Superintendent. The Board reserves for itself the final determination of the number and type of administrative positions deemed necessary for effective management of the district.
SC 1075, 1142	The Superintendent will recommend a salary to the Board and provide supporting documentation.
3. Guidelines	<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"> <li>1. Most effective management of district programs.</li> <li>2. Number of students enrolled.</li> <li>3. Special needs of students.</li> <li>4. Operational needs of the district.</li> <li>5. Financial resources of the district.</li> </ol> <p>Recommendations for a new or additional administrative position shall include:</p> <ol style="list-style-type: none"> <li>1. A title that conforms with the appropriate certificate if certification is required.</li> <li>2. Supporting data and other rationale relevant to the recommendation.</li> </ol>

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<p>4. Delegation of Responsibility</p> <p>School Code 1001, 1106, 1075, 1142</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>PA Code Title 22 Sec. 4.4</p>	<p>The Superintendent shall be responsible for recommending a new or additional administrative position.</p> <p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of administrators in existing positions.</p>
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