

**MONTGOMERY
COUNTY
INTERMEDIATE
UNIT #23**

SECTION: EMPLOYEES
TITLE: CREATING A POSITION
ADOPTED: MAY 26, 2010
REVISED:

301. CREATING A POSITION	
1. Authority	<p>Positions for administrative, professional and support employees 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>SC 963, 964, 965 Title 22 Sec. 4.4</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>SC 963, 964, 965 Pol. 328</p> <p>The initial salary or salary range for a new position will be determined by the Board when creating the position, based upon the recommendation of the Executive Director and supporting documentation.</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. Effective management of Intermediate Unit programs. 2. Programs and services provided to member school districts. 3. Number and needs of students enrolled in Intermediate Unit programs. 4. 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> <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>Pol. 104</p>	<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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 963, 964, 965</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Board Policy – 104, 328</p>
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