CATASAUQUA AREA
SCHOOL DISTRICT

SECTION: Classified Employees
TITLE: Creating a Position

ADOPTED: November 10, 2005
REVISED: November 10, 2005
REVIEWED: November 10, 2005

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1. Purpose

Positions for classified employees will be established by the Board in order to provide programs of educational support consistent with the needs and resources of the community.

The need for creating classified positions will be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional classified positions will include:

- a job description clearly descriptive of the duties for which the positions were created
- the number of persons within each job category
- the initial salary for a new position.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- the number of students enrolled
- the special needs of the community
- the special needs of the students
- the financial resources of the district
- the operational needs of the district

The Board expects that the Superintendent shall normally be responsible for recommending new or additional classified positions. The Board reserves for itself the final determination as to the number and kind of classified positions deemed necessary for the effective operation of the schools.

The Board shall, through its chief administrator, seek the advice of its administrative staff, in creating a new positions or increasing the number of employees in existing positions.