

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: October 20, 2011

REVISED:

401. CREATING A POSITION	
1. Purpose	<p>The success of any human endeavor is closely related to the quality and effectiveness of personnel who perform the tasks necessary to meet organizational goals. In the educative process, a most crucial factor is the competency of teachers charged with bringing about desirable changes. Since the classroom teacher is a major contributor to the success of the school program, policies guiding professional behavior deserve special consideration.</p> <p>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.</p>
2. Authority SC 1850.1 Title 22 Sec. 4.4	<p>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.</p>
3. Guidelines	<p>Recommendations for continuing, new or additional professional positions shall include:</p> <ol style="list-style-type: none"> 1. Job descriptions clearly outlining the duties for which the positions were created. 2. A title that conforms with the appropriate certificate if certification is required. 3. Supporting data and other rationale relevant to the recommendation. <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"> 1. Number of students enrolled. 2. Special needs of students.

401. CREATING A POSITION - Pg. 2

<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>3. Operational needs of the center.</p> <p>4. Financial resources of the center.</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 center. Job descriptions shall be prepared in accordance with the provisions of the relevant laws.</p>
---	---