

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: October 20, 2011

REVISED:

501. CREATING A POSITION	
1. Purpose	Positions for non-instructional employees will 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	The need for creating non-instructional positions 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 non-instructional positions deemed necessary for effective operation of the center.
3. Guidelines	<p>Recommendations for continuing, new or additional non-instructional positions shall include:</p> <ol style="list-style-type: none"> 1. Job descriptions clearly outlining the duties for which the positions were created. 2. Initial salary for a new position. 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. 3. Financial resources of the center. 4. Operational needs of the center.
4. Delegation of Responsibility	The Administrative Director shall normally be responsible for recommending new or additional non-instructional positions.

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<p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 406</p> <p>42 U.S.C. Sec. 12101 et seq</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 non-instructional positions in the center. Job descriptions shall be prepared in accordance with the provisions of relevant laws.</p>
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