

## **SUGAR VALLEY RURAL CHARTER SCHOOL**

POLICY NUMBER: 301  
SECTION: EMPLOYEES  
TITLE: **CREATING A POSITION**  
DATE ADOPTED: NOVEMBER 2008  
DATE LAST REVISED:

### **CREATING A POSITION**

#### PURPOSE

Positions will be established by the Board in order to provide effective management and leadership for the operation of the district.

#### AUTHORITY

The need for creating positions shall be determined by the Board, based on the recommendation of the CEO. The Board reserves for itself the final determination of the number and kind of positions deemed necessary for effective management of the district.

The initial salary or salary range for new positions shall be determined by the Board at the time of creating such positions, based upon the recommendation of the CEO and supporting documentation.

#### DELEGATION OF RESPONSIBILITY

The CEO shall be responsible for recommending new or additional positions.

The Board may, through the CEO, seek advice of administrative staff in creating a new position or increasing the number of existing positions.

The CEO or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the school. Job descriptions shall be prepared in accordance with the provisions of the Americans with Disabilities Act.

#### GUIDELINES

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

1. Most effective management of programs
2. Number of students enrolled.
3. Special needs of the community.
4. Special needs of students.
5. Operational needs of the school.

6. Financial resources of the school.

Recommendations for continuing, new or additional positions shall include:

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.