

Book	Policy Manual
Section	3000 Employees
Title	Creating a Position
Code	3001
Status	First Reading

### **Authority**

Positions for administrative, professional and support employees shall be established by the Board of Trustees (Board) in order to provide the effective leadership and management necessary to operate the Charter School (School) and to provide quality educational programs and services, consistent with the needs and resources of the School.[\[1\]](#)

The need for creating positions shall be determined by the Board, based on the recommendation of the Chief Academic Officer, in accordance with the School application and written Charter. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management and operation of the School.[\[1\]](#)

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Chief Academic Officer and supporting documentation.[\[2\]](#)

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

1. Effective management of School programs.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the School.
5. Financial resources of the School.

### **Delegation of Responsibility**

Recommendations for a new or additional position shall include:

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.
4. Appropriate designation under the Fair Labor Standards act, after consultation with the School solicitor.

The Chief Academic Officer shall be responsible for recommending a new or additional administrative, professional, or support position.

The Board may, through the Chief Academic Officer or designee, seek the advice of employees when creating a new position or increasing the number of employees in existing positions.

The Chief Academic Officer 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 all applicable federal and state laws and regulations.[3]

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Legal

[1. 24 P.S. 1716-A](#)

2. Pol. 3028

3. Pol. 1004

[24 P.S. 1724-A](#)