

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES**

TITLE: CREATING A POSITION

ADOPTED: NOVEMBER 20, 2002

REVISED: JUNE 18, 2014

301. CREATING A POSITION	
1. PURPOSE	Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the Intermediate Unit. Administrative employees shall include all employees at the first level of supervision and above.
2. AUTHORITY SC 963, 964 TITLE 22 SEC. 4.4	The need for creating administrative positions shall be determined by the Board, based on the recommendation of the Executive Director. The Board reserves for itself the final determination of the number and type of administrative positions deemed necessary for effective management of the Intermediate Unit.
SC 963, 964	The initial salary or salary range for a new position shall be determined by the Board when creating such position, based upon the recommendation of the Executive Director and supporting documentation.
3. GUIDELINES	<p>In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:</p> <ol style="list-style-type: none"> 1. Most effective management of the Intermediate Unit programs. 2. Programs and services provided to participating school districts. 3. Number and needs of students enrolled in Intermediate Unit programs. 4. Operational needs and financial resources of the Intermediate Unit. <p>Recommendations for a new or additional administrative position shall include:</p> <ol style="list-style-type: none"> 1. Job description clearly outlining the duties for which the position was created. 2. A title that conforms with the appropriate certificate if certification is required. 3. Supporting data and other rationale relevant to the recommendation.
4. DELEGATION OF RESPONSIBILITY	<p>The Executive Director shall be responsible for recommending a new or additional administrative position.</p> <p>The Board may, through the Executive Director, consider the advice and recommendations of administrative staff in creating a new position or increasing the number of administrators in existing positions.</p>

<p>42 U.S.C. SEC. 12101 et seq</p> <p>School Code 963, 964</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>PA Code Title 22 Sec. 4.4</p>	<p>The Executive Director or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the Intermediate Unit. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</p>
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