

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION: EMPLOYEES
	TITLE: 301 – CREATING A POSITION
	ADOPTED: 15 November 2016
	REVISED:

Policy	<p>Positions for administrative, professional and classified employees shall be established by the Board of Trustees of Seven Generations Charter School (“Board”) in order to provide the effective leadership and management necessary to operate the school and to provide quality educational programs that are consistent with the Mission and Vision of the school.</p> <p>The need for creating positions shall be determined by the Board, based on the recommendation of the Chief Executive Officer (“CEO”). The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the school and operation of the school.</p> <p>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 CEO and supporting documentation.</p> <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. 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	<p>The CEO shall be responsible for recommending a new or additional administrative, professional or classified position.</p> <p>Recommendations for a new or additional position shall include:</p> <ol style="list-style-type: none"> 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 such as demonstration of need and a financial plan.

References	<p>The Board may, through the CEO, seek the advice of administrative staff and teachers when creating a new position or increasing the number of employees in existing positions.</p> <p>The CEO or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>School Code – 24 P.S. Sec. 1001, 1075, 1106, 1107</p>
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