

# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: July 1, 1991

REVISED:

301. CREATING A POSITION	
<p>1.Purpose SC 1001 1106 2107</p>	<p>Administrative positions will be established by the Executive Council in order to provide effective management and leadership for the operation of the Vocational-Technical School.</p>
<p>2.Authority SC 1106</p>	<p>The need for creating administrative positions shall be determined by the Executive Council in accordance with these guidelines. Recommendations for continuing, new or additional administrative positions will include position descriptions clearly descriptive of the duties for which the positions were created; a title that conforms with the appropriate certificate if such certification is required; supporting data and other rationale incidental to the recommendation for such positions.</p>
<p>SC 1075 1142</p>	<p>The initial salary or salary range for new positions shall be determined by the Executive Council at the time of creating such positions, based upon the recommendation of the Director and supporting documentation.</p> <p>In the exercise of its authority to create new positions, the Executive Council shall give primary consideration to the most effective management of the school, the number of students enrolled, the special needs of students, and the operational needs and financial resources of the school.</p>
<p>3.Delegation of Responsibility</p>	<p>The Executive Council expects that the Director or a designee shall normally be responsible for recommending new or additional administrative positions. The Executive Council reserves for itself the final determination as to the number and kind of administrative positions deemed necessary for the effective management of the School.</p>