

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: PROFESSIONAL EMPLOYEES  
TITLE: CREATING A POSITION  
ADOPTED: NOVEMBER 20, 2002  
REVISED: SEPTEMBER 24, 2014**

401. CREATING A POSITION	
1. PURPOSE	Teaching positions and positions for other professional employees shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the intermediate unit, participating schools, and the resources of the community.
2. AUTHORITY SC 963, 964 TITLE 22 SEC. 4.4	The need for creating teaching positions and other professional positions shall be determined by the Board based on the recommendation of the Executive Director and Personnel Committee. The Board reserves for itself the final determination of the number and type of professional positions deemed necessary for effective operation of the programs of the intermediate unit.
3. GUIDELINES	<p>Recommendations for new or additional professional positions shall include:</p> <ol style="list-style-type: none"><li>1. Job description clearly describing the duties for which the position was created.</li><li>2. A title that conforms with the appropriate certificate if certification is required.</li><li>3. Supporting data and other rationale relevant to the recommendation.</li></ol> <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ol style="list-style-type: none"><li>1. Number of students enrolled.</li><li>2. Special needs of students.</li><li>3. Operational needs and financial resources of the intermediate unit.</li></ol>
4. DELEGATION OF RESPONSIBILITY	The Executive Director and Personnel Committee shall be responsible for recommending new or additional professional positions.

<p>42 U.S.C. SEC. 12101 Et seq</p> <p>School Code 1106, 1107</p> <p>42 U.S.C. SEC. 12101 et seq</p> <p>PA Code Title 22 Sec. 4.4</p>	<p>The Board may, through the Executive Director, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing position.</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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