

ADMINISTRATIVE PROCEDURE

Topic – Steps in Creation of New Staff Position

Approval by Superintendent and Administrative Cabinet – December 13, 2004

Effective Date – December 13, 2004

Procedure –

- Supervisor or those involved in creating the new staff position conduct a needs assessment or survey to justify need for the position.
- Proposal for new position submitted to appropriate Central Administration Office (CAO) Administrator.
- Proposal includes:
 - Position Title (local title)
 - Rationale for Creating New Position (based on needs assessment or survey)
 - Source of Funding
 - Draft of Job Description
 - Minimum and Preferred Requirements for Employee in New Position
 - Certification and/or Training and/or Skills
 - Experience
 - Minimum Years
 - Type of Experience
 - Qualifications
 - Employment Terms
 - Start Date
 - Number of Days Employed in School Year
 - Salary and/or Hourly Wage Rate
 - Work Day – Hours
- If CAO Administrator approves position, then it is submitted to the Superintendent for final approval and, for certified staff, the assignment of Core Data Title and Code Number.
- Personnel Director finalizes job description and authorizes the interview process to proceed as defined by district administrative procedures.

12/13/04