

DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: STAFFING NEEDS
ASSESSMENT

ADOPTED: JANUARY 16, 2014

REVISED: NOVEMBER 21, 2013

301. STAFFING NEEDS ASSESSMENT	
1. Purpose	Positions shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the schools and the resources of the community.
2. Authority SC 1001, 1106 Title 22 Sec. 4.4 SC 1075, 1142	<p>The need for creating administrative/professional/or classified staff positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of employee positions deemed necessary for effective operation of the district.</p> <p>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 Superintendent and in accordance with existing employment contracts/agreements and supporting documentation.</p>
3. Guidelines	<p>In the exercise of its authority to create/abolish/reduce positions, the Board shall give primary consideration to the effect upon the educational programs.</p> <p>In 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 district programs 2. Number of students enrolled 3. Special needs of students 4. Operational needs of the district 5. Financial resources of the district <p>Recommendations for a new or additional position (administrative, professional, or classified) shall include:</p>

<p>4. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 1001, 1106, 1075, 1142</p> <p>42 U.S.C. Sec. 12101 et seq PA Code Title 22 Sec. 4.4</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 <p><u>Abolishing a Position</u></p> <p>Abolishment of positions may be brought about by many factors such as:</p> <ol style="list-style-type: none"> 1. Decline in student enrollment 2. Changes in the district’s organizational structure 3. Changes in district’s facilities 4. Changes in the district’s economic resources and tax base 5. Need for operating economies 6. Curriculum Changes 7. Relevant federal and state mandates 8. Assessment results for selected grade levels 9. Requirements for special programs and student needs <p>The Superintendent shall be responsible for recommending a new or additional position, or for a reduction in administrative, professional or classified positions.</p> <p>The Board may, through the Superintendent, seek the advice of administrative staff in creating or removal of an employment position.</p> <p>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</p>
--	---