

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300
TITLE: Creating a Position
ADOPTED:
REVISED: August 17, 2017

301 CREATING A POSITION

Authority

Positions for administrative, professional and support employees shall be established by the School Reform Commission in order to provide the effective leadership and management necessary to operate district schools and to provide quality educational programs and services.

The need for creating positions shall be determined by the SRC. The Superintendent or designee shall advise the SRC of his/her recommendations for creating new or additional positions. The SRC reserves for itself the final determination of the number and type of positions deemed necessary for effective management, operation of the schools, and fiscal responsibility.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

When creating a new position, the salary range shall be determined by the SRC designee, in accordance with internal equity, external market factors for public sector organizations, supporting documentation, individual contract(s), collective bargaining agreement(s) and/or SRC resolution(s). [\[6\]](#)

In the exercise of its authority to create a new position, the SRC shall give primary consideration to the following:

1. 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 school community.

Recommendations for a new or additional position shall include the following:

1. Job description clearly stating the duties for which the position was created.
2. The appropriate certificate or license that conforms with the Pennsylvania Department of Education certification determinations, if certification is required.
3. Supporting data and other rationale relevant to the recommendation.

Delegation of Responsibility

The SRC may, through the Superintendent or designee, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

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, state, and municipal laws and regulations.[7]

Legal References:

[1. 24 P.S. 1001](#)

[2. 24 P.S. 1106](#)

[3. 24 P.S. 1107](#)

[4. 24 P.S. 406](#)

[5. 22 PA Code 4.4](#)

6. Pol. 328 - Compensation Plans/Salary Schedules

7. Pol. 104 - Nondiscrimination in Employment Practices

Related Information:

[24 P.S. 1075](#)

[Philadelphia Home Rule Charter - 12-308](#)