



Book	Policy Manual
Section	4000 Support Staff
Title	Copy of CREATING A POSITION
Code	po4111
Status	
Adopted	November 2, 2009
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#### 4111 - CREATING A POSITION

The Board ~~of Education~~ recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the District in achieving the education goals set by the Board. The District employs only persons ~~U.S. citizens and others lawfully~~ authorized to work in the United States.

The District Administrator shall verify all new full-time and part-time employees' and substitutes' identity and authorization ~~right~~ to work in the United States according to ~~the Federal law~~ Immigration Reform and Control Act of 1986.

The Board reserves the right, subject to and consistent with any applicable terms of a collective bargaining agreement to:

- A. fix and prescribe the duties to be performed by all personnel;
- B. create new positions;
- C. specify the number of persons within each job category;
- D. set the initial salary for a new position not currently covered by an established salary structure, range, or schedule ~~a contractual agreement~~.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. the number of students enrolled;
- B. the special needs of the District;
- C. the special needs of the students;
- D. the operational services of the District.

The Board may create a new position or increase the number of support staff in an existing position.

The Board shall, upon the advice of the District Administrator, consider the advisability of creating a new support position or of increasing the number of support staff in an existing position.

Revised 12/2/19

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Legal

Immigration Reform and Control Act of 1986

8 U.S.C. 1324a