

**Spectrum Charter School  
4369 Northern Pike  
Monroeville, PA 15146**

**Board of Trustees Policy 301**

**ESTABLISHING A POSITION POLICY**

To maintain an effective charter school, the Board of Trustees (“Board”) of the Spectrum Charter School (“Charter School”) shall continually evaluate the Charter School’s staff and establish positions essential to the fulfillment of educational goals.

The Chief Executive Officer (“CEO”) shall be responsible for recommending, to the Board, new or additional positions, whether these are permanent or temporary assignments.

Recommendations for new or additional positions will include position descriptions of the duties for which the positions were established, a title that conforms with the appropriate State certification, if such certification is required, and supporting data and other rationale essential to the recommendation for such a position.

The initial salary or salary range for new positions shall be determined by the Board at the time of establishing such positions based upon the recommendation of the CEO, and supporting documentation. In the exercise of its authority to establish new or additional positions, the Board shall give primary consideration to the most effective management of the affairs of the Charter School, the number of students enrolled, the special needs of students, the financial resources, and, above all, the educational goals of the Charter School.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary