

**Policy**

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CREATING A POSITION-NON-INSTRUCTIONAL EMPLOYEES

The Mount Laurel Township School District Board of Education recognizes the need to establish positions which when filled by competent, qualified noninstructional employees, will assist the district in achieving the educational goals set by the board.

The board reserves the right to fix and prescribe the duties to be performed by all personnel and to:

- A. Create new positions;
- B. Specify the number of persons within each job category;
- C. Set the salary for a new position.

In the exercise of its authority to create new positions the board shall give primary consideration to the special needs of the students. The board shall upon the advice of chief school administrator consider the advisability of creating a new non-instructional position or of increasing the number of employees in an existing position.

Adopted: October 12, 1977 (formerly 4211)  
Revised: May 24, 2005  
NJSBA Review/Update: June 2013  
Readopted: January 28, 2014

Key Words

New Position, Creating a Position

<b>Legal References:</b>	<u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>	Law Against Discrimination
	<u>N.J.S.A.</u> 18A:3-15.2	Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
	<u>N.J.S.A.</u> 18A:6-5	Inquiry as to religion and religious tests prohibited
	<u>N.J.S.A.</u> 18A:6-6	No sex discrimination
	<u>N.J.S.A.</u> 18A:6-7.1, -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
	<u>N.J.S.A.</u> 18A:6-76.1	Deadline for notification to pupils of requirements of provisional certificate and induction program
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:13-40	General powers and duties of board of newly created regional districts
	<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
	<u>N.J.S.A.</u> 18A:26-1, -1.1, -2	Citizenship of teachers, etc.
	<u>N.J.S.A.</u> 18A:27-1 <u>et seq.</u>	Employment and Contracts
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:27-4.1	
	<u>N.J.S.A.</u> 18A:28-1	Definition of "position"
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 26:8A-1 <u>et seq.</u>	<u>Domestic Partnership Act</u>
	<u>N.J.S.A.</u> 52:14-7	Residency Requirements
	<u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u>	Managing for Equality and Equity in Education

CREATING A POSITION (continued)

See particularly:

N.J.A.C. 6A:7-1.4,-1.8

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

**Possible**

<b><u>Cross References:</u></b>	2130	Administrative staff
	*2131	Chief school administrator
	4000	Concepts and roles in personnel
	*4111	Recruitment, hiring and selection
	*4111.1/4211.1	Nondiscrimination/affirmative action
	*4112.2	Certification
	*4112.4/4212.4	Employee health
	4112.5/4212.5	Criminal history check
	*4112.6/4212.6	Personnel records
	*4112.8/4212.8	Nepotism
	*4121	Substitute teachers
	*4222	Noninstructional aides
	*5120	Assessment of individual needs
	*6010	Goals and objectives

\*Indicates policy is included in the Critical Policy Reference Manual.