SINGLE POLICY	ESTABLISHING AND ABOLISHING POSITIONS 217
Superintendent Recommends	1. The Superintendent will make recommendations to the School Committee with regard to establishing or abolishing categories of positions within the district.
Right of School Committee	2. The Superintendent of Schools may adjust staffing levels within the district, subject to contractual agreements, provided that such adjustments be effected within budgeted salary accounts. The Superintendent of Schools will inform the School Committee when positions are added to the bargaining unit of the Shrewsbury Education Association. The Superintendent shall ask that the School Committee vote to approve any expenditures for staffing that exceed the budget for personnel.
Listing of Positions	3. The Superintendent will maintain a current list of established positions which will be available for review upon request.
Position Descriptions	4. Position descriptions for the following positions will be adopted by the School Committee and included in the policy manual:
	 Superintendent Assistant Superintendent Director of Business Services Director of Human Resources Director of Special Education/Pupil Personnel Services Principals
"Personnel Manual"	5. Descriptions of all other positions will be maintained by the Superintendent or his designee in a "Personnel Manual" which will be available for review upon request.
Items In Positions Description	6. Position descriptions will include: title and primary purpose of the position, contractual relationship, organizational relationships, major responsibilities, and qualifications.
Adopted 7/11/79	
Amended 11/15/95	
Amended 4/28/04	