

## **ADMINISTRATIVE STAFF ASSIGNMENTS AND TRANSFERS**

Administrative personnel will be assigned on the basis of their qualifications and the needs of the school district.

The assignment and transfer of administrators to positions in other schools of the district or within the administrator's assigned school will be made by the superintendent giving consideration to, but not limited to, the following criteria:

1. the contribution that the administrator would make to students in the new assignment;
2. the qualifications of the administrator as compared to those of other candidates for the position to be filled;
3. the opportunity for professional growth;
4. the desire of the administrator regarding the new assignment;
5. the length of service in the school district; and
6. the availability of a qualified replacement for the position vacated by the transferring administrator.

In the event that circumstances warrant reassignment of responsibilities, consultation with the administrative staff affected will be made by the superintendent. Such reassignment shall be made only to facilitate the best possible educational process for the benefit of the children involved. In the event that the administrator could not agree to the reassignment, release from his/her contract may be requested and would be granted without penalty.

Any administrator who desires a transfer in assignment should request such a transfer in writing to the superintendent. Every effort will be made to honor this request.

If a change of assignment is deemed necessary by the board, then the new assignment will be as nearly similar to the desired assignment as possible. The administrator's contract will stipulate the area of certification for which the administrator is employed.

ADOPTED: April 18, 1983  
REVISED: March 14, 1995  
REVIEWED: August 24, 2015