



Section: ADMINISTRATIVE EMPLOYEES
Title: ASSIGNMENT AND TRANSFER
Adopted: February 20, 1996
Revised: December 18, 2001

	309. ASSIGNMENT AND TRANSFER	
<p>1. Purpose</p> <p>2. Guidelines</p>	<p>The assignment and transfer of administrative employees shall be in accordance with the adopted organization chart and shall conform to these guidelines:</p> <p>Requests by an employee for a transfer to a different position shall be made in writing to the Administrative Director. The application shall set forth the reason for transfer, the position sought, and the applicant’s academic and/or vocational qualifications.</p> <p>Whenever a vacancy or new position arises, the Administrative Director shall post notice of same for no less than fifteen days whenever practical before the position is filled. Any new positions shall be posted with accompanying job description, qualifications and salary range available upon request.</p> <p>The Administrative Director shall, in considering any assignment or transfer, base a decision on:</p> <ul style="list-style-type: none"> • The need to balance various administrative skills. • Changing pupil population. • The impact on the educational program of the proposed assignment. • The employee’s background and preparation for the position. • The employee’s success in former positions. • The employee’s length of service in the school and in the position presently held. • The administrative and operational efficiency advanced by the proposed assignment. 	<p>SC 511(c)</p>

