



LINE MOUNTAIN  
SCHOOL DISTRICT

Section ADMINISTRATIVE EMPLOYEESTitle ASSIGNMENT AND TRANSFERLINE MOUNTAIN SCHOOL DISTRICTDate Adopted September 26, 1979

Guide		Reference
	309. ASSIGNMENT AND TRANSFER	
1. <u>Purpose</u>	The assignment and transfer of administrative employees within the district shall be in accordance with the adopted organization chart of the district and shall conform to these guidelines.	1 2 3 4 5 6 7 8
2. <u>Authority</u>	<p>The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignments:</p> <ul style="list-style-type: none"> <li>- involve a transfer from one building to another</li> <li>- involve a move to a position requiring a certificate or other credentials other than those required for the employee's present position</li> </ul>	9 10 11 12 13 14 15 16 17 18
3. <u>Delegation of Responsibility</u>	<p>The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes voluntary transfers and in which vacancies shall be publicized to all appropriate employees. Before new employees are sought, requests for transfer to such positions will be considered. The wishes of the administrator who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school district.</p> <p>The Superintendent shall, in considering any assignment or transfer, base a decision on:</p> <ul style="list-style-type: none"> <li>- the need to balance various administrative skills among the schools</li> <li>- changing pupil population within the schools of the district</li> <li>- the impact on the educational program of the proposed assignment</li> </ul>	19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44

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- the employee's background and preparation for the position including proper certification
- the employee's success in former positions
- the employee's attitude toward change
- the employee's desire for professional growth
- the recommendations of the employee's administrative superiors
- the administrative and operational efficiency advanced by the proposed assignment.

Administrative staff members shall be informed of their assignments no later than July 1st preceding the school year in which such assignment shall be effective except that staff members employed after that date shall be so informed as soon as practicable and except that nothing in this policy shall prevent the reassignment of an administrative staff member for good cause during the school year as determined by the Superintendent.

School Code

§ 511(c)