



**Center Area
School District**

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: FEBRUARY 17, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>School Code 511</p>	<p style="text-align: center;">309. ASSIGNMENT AND TRANSFER</p> <p>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.</p> <p>The Board shall approve the initial assignment of administrative personnel at the time of employment.</p> <p>The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes voluntary transfers and in which:</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to such positions will be considered.</p> <p>The Superintendent shall, in considering any assignment or transfer, base the decision on: the need to balance various administrative skills among the schools; changing pupil population within the schools of the district; the impact on the educational program of the proposed assignment; the employee's background and preparation for the position; the employee's length of service in the district and in the position presently held; and the administrative and operational efficiency advanced by the proposed assignment.</p>
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