EASTON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: May 17, 2007

REVISED:

	309. ASSIGNMENT AND TRANSFER
1. Purpose	The assignment and transfer within the district of administrative employees shall be in accordance with the administrative and management needs of the district.
2. Authority	The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignments involve a transfer from one building to another or a move to a position requiring a certificate or credentials other than those required for the employee's present position.
3. Delegation of Responsibility	The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers. The Superintendent shall, in considering any assignment or transfer, base the decision on: 1. Need to balance various administrative skills among the schools. 2. Changing student population within the district schools. 3. Impact of proposed assignment on the educational program. 4. Employee's qualifications, background, experience and preparation for the position. 5. Employee's success in former positions. 6. Employee's desire for professional growth. 7. Employee's length of service in the district and in the position presently held. 8. Recommendations of the employee's administrative supervisors. 9. Administrative and operational efficiency advanced by the proposed assignment.

4. Guidelines 23 Pa. C.S.A. 6301 et seq	Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement. Vacancies shall be publicized to all appropriate employees. Administrative staff members shall be informed of their assignments as early as possible preceding the school year in which the assignment will be effective. This policy shall not prevent reassignment of an administrative staff member during the school year for good cause. <u>Transfers</u> Assignment of administrative employees requesting transfers shall be the responsibility of the Superintendent and other designated administrators, contingent upon Board approval. Transfers shall be granted on the basis of the benefits to be derived for the students, employees involved, and/or the needs of the district. No transfers shall be made during a school year, except in cases of emergency, unusual circumstances, or compelling reasons as determined by the administration. <u>Promotions</u> Any promotion within the administrative staff must have the approval of the Board, upon recommendation of the Superintendent.
PA Statute 23 Pa. C.S.A. 6301 et seq	