

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: November 15, 2011

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 involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> 1. Impact of proposed assignment on the educational program. 2. Employee's background, experience and preparation for the position. 3. Employee's success in former positions. 4. Employee's length of service in the district and in the position presently held. 5. Recommendations of the employee's administrative supervisors. 6. Administrative and operational efficiency advanced by the proposed assignment. <p>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.</p> <p>Vacancies shall be publicized to all appropriate employees.</p>
4. Guidelines 23 Pa. C.S.A. 6301 et seq	

<p>PA Statute 23 Pa. C.S.A. 6301 et seq</p>	<p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p> <p>The request of an administrator who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the educational program and best interests of the school district.</p> <p>Administrative staff members shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.</p> <p>This policy shall not prevent reassignment of an administrative staff member during the school year for good cause.</p>
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