

SECTION: ADMINISTRATIVE
EMPLOYEES

MIDD-WEST SCHOOL DISTRICT

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: June 21, 2004

REVISED: May 28, 2019

	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 or designee shall, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> 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 background, experience and preparation for the position. 5. Employee's success in former positions. 6. The employee's attitude toward change. 7. Employee's desire for professional growth. 8. Employee's length of service in the District and in the position presently held. 9. Recommendations of the employee's administrative supervisors. 10. Administrative and operational efficiency advanced by the proposed assignment.

<p>4. Guidelines</p>	<p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p> <p>Administrative staff members shall be informed of their assignments no later than June 30 preceding the school year in which the assignment will be effective.</p> <p>Staff members employed after that date shall be so informed as soon as practicable.</p> <p>This policy shall not prevent reassignment of an administrative staff member during the school year for good cause, as determined by the Superintendent.</p>
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