

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: April 28, 2004

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 and 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. 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. 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.

