

ASSIGNMENT, REASSIGNMENT AND TRANSFER: 5211

Certificated and classified staff shall be subject to assignment, reassignment and/or transfer of position and duties by the Superintendent or designee, such assignment to be according to law and the policies and procedures of the District and collective bargaining agreements. Classroom teachers, principals, assistant principals and educational staff associates are required to possess endorsements as defined by the rules and regulations of the Superintendent of Public Instruction. When it is necessary to assign a teacher to an out-of-endorsement grade level, such assignment will be made in compliance with WAC 180-82-110. No staff member shall be placed in any position where direct administrative or supervisory authority is exercised by his/her spouse or by any other relative residing in the same household.

Nothing in this policy shall prevent the reassignment of a staff member during the school year.

The Superintendent or designee will recommend the promotions of school personnel to the Board of Directors which shall approve or disapprove the recommendations. In no case, however, will the Board promote personnel without the recommendations of the Superintendent or designee.

In making promotion recommendations to the Board, the Superintendent or designee, as appropriate, will take into consideration job-related criteria, including without limitation and as appropriate each of the following factors: educational experience, leadership qualities or experience, personal characteristics, capacity for growth, adequate preparation, performance skills, and ability to motivate learning.

When positions become available, promotion of qualified personnel within the district is encouraged. This policy shall serve as a guide in those cases where the qualifications of inside candidates are equal to, or better than those of outside candidates.

1. Voluntary Transfer

Staff members are encouraged to transfer within the district to positions for which they are qualified, for the purpose of professional growth. All vacancy postings will consider any collective bargaining agreements that may apply.

2. Involuntary Transfers or Reassignments

Involuntary transfers or reassignment of any staff member may be necessary to maintain the efficiency and effectiveness of the Federal Way School District.

When an involuntary transfer or reassignment becomes necessary, the action shall be in accordance with the needs of the District while simultaneously complying with any collective bargaining agreements that may apply.

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Legal References:	RCW 28A.150.230	Basic Education Act of 1977–District school directors as accountable for proper operation of district–Scope–Responsibilities–Publication of guide
	28A.405.230	Conditions and contracts of employment–Transfer of administrator to subordinate certificated position–Procedure
	42.23.030	Interest in contracts prohibited–Excepted cases
	42.23.040	Remote interest
	WAC 180-16-220	Supplemental Program Requirements
	180-82-110	Temporary Out-of-Endorsement Assignment Criterion