Assignment and Transfer of Administrative Staff

Administrative staff are responsible to the Board through the Superintendent. The assignment of administrative staff shall be in accordance with the organizational chart of the District. The Board shall approve the initial assignment of administrative staff at the time of employment and when such assignments involve a transfer from one building or position to another.

The superintendent shall have the authority to reorganize and/or rearrange the specific responsibilities of the administrative and supervisory staff in a manner that will provide for the effective operation of the District. The Superintendent shall, in considering any assignment or transfer, base a decision on such factors as the desired performance and/or expectations inherent in the position, the staff member's background and preparation, the staff member's past performance, and the impact on other facets of the District's operations.

Administrative staff members shall be informed of their assignments no later than June 15, or by mutual agreement, except that nothing in this policy shall prevent the Superintendent from reassigning an administrative staff member for good cause during the school year.

A certificated staff member who is being transferred at the expiration of his/her employment contract to any administrative or non-administrative position for which the annual compensation is less than the position currently held by the administrator shall be notified in writing by May 15 of the reason for the transfer and the position to which he/she will be transferred.

If written request is made to the Board within ten (10) days, the staff member shall be given the opportunity to meet informally with the Board in executive session to refute any facts upon which the determination of transfer was made and to support his/her request to reconsider the decision of the Superintendent. The Board shall render its final decision within ten (10) days of the informal meeting.

Administrative staff are not subject to transfer to a subordinate position after three (3) consecutive years of employment as a principal in the District or after the first year in the case of a principal who has been employed for three or more consecutive years as a principal in another district in the State of Washington.

Legal Reference: RCW 28A.405.230 Transfer of administrator to subordinate certificated position

Adoption Date: December 16, 198
Review/Revision Date: July 10, 1995
Review/Revision Date: August 14, 1995
Policy Re-Numbered from 6130 to 5215