

ASSIGNMENT AND TRANSFER OF CERTIFICATED ADMINISTRATIVE STAFF

Administrative staff are responsible to the board through the superintendent. The board shall approve the initial assignment of administrative staff at the time of employment. All such assignments will be consistent with the endorsement(s) of the respective principals.

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.

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, or June 1 if the omnibus appropriations act has not been passed by the legislature 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 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 10 days of the informal meeting.

Principals are not subject to transfer to a subordinate position after three 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 References: RCW 28A.405.230

Transfer of administrator to subordinate
certificated position

~~WAC 180-16-231~~

~~Assignment of principals and vice
principals within district~~

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Brinnon School District #46
Revised: May 18, 2009

**Personnel
Part-Time Staff**

Depending upon the needs of the district, part-time staff shall be hired. The superintendent shall be responsible for recommending to the board the number of part-time positions required, if any, and nominees to fill such positions.

Wages and benefits, including but not limited to, sick leave and premiums paid by the district for medical and dental insurance, shall be pro-rated according to the percentage of the regular work week worked by each part-time staff member.

Part-time staff shall receive educational experience credits at the rates established in Chapter 392-121 WAC. If the part-time staff moves to a full-time position, the part-time service will be converted to full-time, full-year experience for salary schedule purposes. When the teaching experience is compiled, the total years of service shall be determined in accordance with state reporting requirements, the S-275 Report. Part-time staff shall be entitled to credit on the salary schedule for any educational increments earned.

Legal References:

WAC 392-121-215 Definition--Full-time equivalent (FTE) basic education certificates instructional staff.

WAC 392-121-245 Definition--certificated years of experience.

WAC 392-121-270 Placement of basic education certificated employees on leap salary allocation documents.

WAC 392-121-295 Definition--District staff mix factor for basic education certificated instructional staff.

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Brinnon School District #46