

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: October 14, 1991

REVISED:

309. ASSIGNMENT AND TRANSFER	
1. Purpose Pol. 008	The assignment and transfer of administrative employees within the district shall be in accordance with the adopted organization chart of the district and shall conform to these guidelines.
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 other credentials other than those required for the employee's present position.
3. Delegation of Responsibility	The Superintendent shall provide for a system of assignment or reassignment that includes voluntary transfers.
4. Guidelines	<p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to such positions will be considered.</p> <p>The wishes of the administrator who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school district.</p> <p>Administrative staff members shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</p> <p>Nothing in this policy shall prevent the reassignment of an administrative staff member for good cause during the school year as determined by the Superintendent.</p>
School Code 511	