

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: October 16, 1997

REVISED:

COUNCIL ROCK SCHOOL DISTRICT

	309. ASSIGNMENT AND TRANSFER
1. Purpose	The assignment and transfer of administrative employees within the district 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 or position 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.
23 Pa. C.S.A. 6301	Current district employees whose transfer from one position to another position within the district results in a change in job classification must submit to the district a valid Act 151 clearance statement.
3. Delegation of Responsibility	The Superintendent shall provide for a system of assignment or reassignment that includes voluntary transfers.
	Vacancies shall be publicized to all appropriate employees.
	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.
	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.
School Code 511	