

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: March 14, 2006

REVISED: January 13, 2015

BERMUDIAN SPRINGS SCHOOL DISTRICT

<p>309. ASSIGNMENT AND TRANSFER</p>	
<p>1. Purpose</p>	<p>The assignment and transfer within the district of administrative employees shall be in accordance with the administrative and management needs of the district.</p>
<p>2. Authority</p> <p>23 Pa. C.S.A. Sec. 6344.3, 6344.4</p>	<p>The Board shall approve the initial assignment of administrative personnel at the time of employment.</p> <p>Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee and the applicant's official child abuse clearance statement is current.</p> <p>Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent may, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> 1. Need to balance various administrative skills among the schools. 2. Changing student population within the district schools. 3. Impact of proposed assignment on the educational program. 4. Employee's background, experience and preparation for the position. 5. Employee's success in former positions.

6. Employee's desire for professional growth.
7. Recommendations of the employee's administrative supervisors.
8. Administrative and operational efficiency advanced by the proposed assignment.

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Administrative staff members shall be informed of their assignments as soon as possible preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an administrative staff member during the school year for good cause.

PA Statute
23 Pa. C.S.A.
6301 et seq