

Board Policy Document

ADMINISTRATION

Series 300

Policy Title: Administrative Assignments

Code Number: AR391.1

I. Regulations

During January of each year the Superintendent shall review the administrative needs of the District for the next year.

A. The Following criteria shall be considered in determining administrative needs:

1. District resources;
2. The number of attendance centers the district has or will have in operation;
3. The number of students attending attendance centers;
4. Special goals or circumstances at attendance centers, within a program area, or within the central administration.
5. District goals set up by the Board of Education.
6. To balance District needs that are identified by site-based decision-making teams throughout the District.

B. The criteria listed above shall not limit the District in considering other relevant factors that may impact a given attendance center or program area.

II. Administrative hires or transfers available shall be processed by the Human Resources Department in accordance with the procedures outlines in the "Hiring Procedures Document."

First Adoption: October 11, 1981
Revision Adoption: January 10, 1995/April 10, 2001
Legal Reference:

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The Superintendent, however, shall determine the final recommendations submitted to the Board of Directors for their approval.

The major criteria for administrative positions shall be the ability to meet the requirements for the position for which applicants are applying – including, but not limited to, experience, training, recommendations, and certification.

Criteria for hiring or transferring may include, but not limited to the following:

- A. Prior service in the District;
- B. Certification appropriate or helpful in the position;
- C. Applicant's current position in the District.

III. Procedures for Transfer

A. Voluntary Transfer

A request for voluntary transfer will be honored

1. When such requests foster the District goals and objectives and
2. When the individual making the request is the best qualified for the position.

Administrators desiring a different assignment shall make a written request to the Human Resources Department dated prior to January 1 of the year preceding the request. This request shall be resubmitted annually.

B. Involuntary Transfer

Involuntary transfers may be made at the discretion of the Superintendent in order to enable the District to achieve its goals and objectives or to help it fulfill its needs. In cases of involuntary transfer the assignment letters of notice shall be forwarded as early as possible and preferably by June 1.

Involuntary transfer may occur anytime during the year for unusual circumstances such as:

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1. Vacancies in a Board-approved administrative position that needs to be filled as soon as possible.
2. A new position approved by the Board of Education that must be filled in order to accomplish District goals and objectives or to fill a need set by the Board.
3. An unusual situation that the Superintendent determines to be detrimental to the operation of the district.