

ADMINISTRATION

Assignment and Transfer of Administrative Staff

Administrative staff are responsible to the board through the superintendent. The assignment of administrative staff shall be in accordance with the organizational chart of the district. The board shall approve the initial assignment of administrative staff and when there is a change in responsibility or a transfer from one building to another. All such assignments will be consistent with the endorsement and certification required for the respective administrative positions.

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.

The superintendent shall recommend to the board the composition, organization, reorganization, and arrangement of the administrative and supervisor staff, including instructional and business affairs, in such manner as in his professional judgment and experience best serves the interests of the educational process and the district. Board approval is required.

Administrative staff members shall be informed of their assignments no later than June 30 except that nothing in this policy shall prevent the superintendent from reassigning an administrative staff member for good cause during the school year.

A certificated staff member who is being transferred at the expiration of his or her employment contract to any administrative or nonadministrative position for which the annual compensation is less than the position currently held by the administrator shall be notified in writing 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 or her request to reconsider the decision of the superintendent. The board shall render its final decision within 10 days of the informal meeting.

In the case of principals, transfers shall be made at the expiration of the contract year and only during the first three consecutive school years of employment as a principal by a school district; except that if any such principal has been previously employed as a principal by another school district in the state of Washington for three or more consecutive school years the provisions of this section shall apply only to the first full school year of such employment. If it is determined that probable cause exists to discharge or adversely change the contract status of a principal who has been employed three or more consecutive years and the employee has had an opportunity for a due process hearing, a transfer to a subordinate position shall not be considered as a discharge or an adverse action against his or her contract status and is allowable.

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

Adoption Date: February 27, 1996