



Section ADMINISTRATIVE EMPLOYEES

Title ASSIGNMENT AND TRANSFER

LACKAWANNA TRAIL SCHOOL DISTRICT

Lackawanna Trail School District

Adopted

Revised

309. ASSIGNMENT AND TRANSFER

I. Purpose

The assignment and transfer of administrative employes 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.

3. Delegation of Responsibility

The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes voluntary transfers and in which

vacancies shall be publicized to all appropriate employes.

Before new employes are sought, requests for transfer to such positions will be considered.

The Superintendent shall, in considering any assignment or transfer, base a decision on:

the need to balance various administrative skills among the schools

changing pupil population within the schools of the district

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the impact on the educational program of the proposed assignment

the employe's background and preparation for the position

the employe's length of service in the district and in the position presently held.

the administrative and operational efficiency advanced by the proposed assignment.

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