

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND  
TRANSFER

ADOPTED: November 9, 1995

REVISED: January 11, 2007

# Palmyra Area School District

## 309. ASSIGNMENT AND TRANSFER

1. Purpose

The assignment and transfer of administrative employees 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 re-assignment that includes voluntary transfers and in which:

Vacancies shall be publicized to all appropriate employees.

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

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

1. The need to balance various administrative skills among the schools.
2. Changing pupil population within the schools of the district.
3. The impact on the educational program of the proposed assignment.
4. The employee's background and preparation for the position.
5. The employee's length of service in the district.
6. The administrative and operational efficiency advanced by the proposed assignment.

School Code  
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