

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: August 19, 2002

REVISED: DRAFT

309. ASSIGNMENT AND TRANSFER	
1. Purpose	<p>The assignment and transfer <u>of administrative, professional and support employees</u> within the school district of administrative employees shall be <u>determined by the management, supervisory, instructional and operational in accordance with the administrative and management needs of the <u>schools and the</u> school district.</u></p>
2. Authority	<p>The Board shall approve the initial assignment of administrative personnel <u>of all employees</u> at the time of employment and when such assignments involve a transfer from one building to another or <u>supervisor to another or</u> involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</p> <p><u>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 of this district and the applicant has already obtained an official child abuse clearance statement.</u></p> <p><u>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 an official criminal history background check. Such applicants shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution.</u></p>
3. Delegation of Responsibility	<p>The Superintendent <u>or designee</u> shall provide a system of assignment or reassignment <u>for district employees</u> that includes both voluntary and non-voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base the decision on: <u>shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.</u></p>

<p>4.— Guidelines — 23 Pa. C.S.A. — 6301</p>	<p>1.— Need to balance various administrative skills among the schools.</p> <p>2.— Changing student population within the schools of the school district.</p> <p>3.— Impact of proposed assignment on the educational program.</p> <p>4.— Employee's background, experience and preparation for the position.</p> <p>5.— Employee's success in former positions.</p> <p>6.— Employee's length of service in the school district and in the position presently held.</p> <p>7.— Recommendations of the employee's administrative supervisors.</p> <p>Current school district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p> <p>Administrative staff members <u>Employees</u> shall be informed of their assignments as soon as possible preceding the school year in which the assignment will be effective.</p> <p>This policy shall not prevent reassignment of an administrative staff member during the school year for good cause, as determined by the Superintendent <u>Board</u>.</p> <p><u>This policy shall not prevent reassignment of support and professional staff members during the school year for good cause, as recommended by the Administration and approved by the Superintendent.</u></p> <p><u>Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.</u></p> <p><u>References:</u></p> <p><u>24 P.S. 111, 508, 510</u> <u>23 P.A. C.S.A. 6354, 6355</u> <u>22 P.A. Code 8.2</u> <u>20 U.S.C. 6312</u></p>
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