

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: November 15, 2011

REVISED: February 17, 2015

# SOUTHERN FULTON SCHOOL DISTRICT

309. ASSIGNMENT AND TRANSFER	
<p>1. Authority</p>	<p>The assignment and transfer of administrative employees within the district shall be determined by the management, supervisory, instructional and operation needs of the schools and the school district.</p>
<p>SC 508, 510</p>	<p>The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another and/or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</p>
<p>23 Pa. C.S.A. Sec. 6344.3, 6344.4</p>	<p>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 and the applicant's official child abuse clearance statement is current.</p>
<p>SC 111 Pol. 317</p>	<p>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 criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of request for voluntary transfer.</p>
<p>20 U.S.C. Sec. 6312</p>	<p>The Superintendent, in considering any assignment or transfer, 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.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to a vacant position may be considered.</p>

The request of an administrator who voluntarily requests reassignment or transfer may be honored to the extent that the transfer does not conflict with the educational program and best interests of the school district.

Administrative staff members shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an administrative staff member during the school year for good cause, as determined by the Board.

References:

School Code – 24 P.S. Sec. 111, 508,510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6312

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