

PERSONNEL

Assignment and Transfer of Administrative Staff

Administrative staff are responsible to the Board through the superintendent. The Board shall approve the initial assignment of administrative staff at the time of employment and review reassignments that involve a transfer from one building to another or major changes in responsibilities. All such certificated assignments will be consistent with required endorsement(s).

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 operation.

Administrative staff members shall be informed of their assignments for the upcoming school year no later than June 15 except that nothing in this policy shall prevent the superintendent from reassigning an administrative staff member during the school year.

A certificated administrator who is being transferred at the expiration of his/her employment contract to any administrative or non-administrative position for which the annual compensation is less than the position currently held by the administrator shall be notified in writing delivered personally or by certified or registered mail by May 15, or June 1 if the omnibus appropriations act has not been passed by the legislature by May 15, of the reason for the transfer and the position to which he/she will be transferred. The notice shall include a copy of RCW 28A.405.230.

If written request is made to the Board within ten (10) days, the certificated administrator 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/her request to reconsider the decision of the superintendent. The Board shall render its final decision within ten (10) days of the informal meeting.

As per RCW 28A.405.230, principals are not subject to involuntary transfer to a subordinate position after three consecutive years of employment as a principal in the District, or after the first year in the case of a principal who has been employed for three or more consecutive years as a principal in another district in the state of Washington.

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

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