

# BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: June 28, 2004

REVISED: September 14, 2015

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| <p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines<br/>23 Pa. C.S.A<br/>6301 et seq</p> | <p style="text-align: center;">309. ASSIGNMENT AND TRANSFER</p> <p>The assignment and transfer within the district of administrative employees shall be in accordance with the administrative and management needs of the district.</p> <p>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 or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</p> <p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> <li>1. Impact of proposed assignment on the educational program.</li> <li>2. Employee's background, experience and preparation for the position.</li> <li>3. Employee's success in former positions.</li> <li>4. Employee's length of service in the district and in the position presently held.</li> <li>5. Recommendations of the employee's administrative supervisors.</li> <li>6. Administrative and operational efficiency advanced by the proposed assignment.</li> </ol> <p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit mandatory background clearance checks to the district.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> |
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| <p>PA Statute<br/>23 Pa. C.S.A.<br/>6301 et seq</p> | <p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p> <p>Administrative staff members 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.</p> |
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