

Policy Title:

Assignments and Transfers

Code No. **401.13**

Employees Other Than Administrators and Supervisors

Employees shall be assigned to positions and work assignments based upon the qualifications of the employee and the needs of the District as determined by the Board of Education and/or by the administrators and supervisors. Changes in assignment may be made at the initiative of the superintendent or designee, other administrators or supervisory employees, or at the request of the employee. Instructional personnel will ordinarily continue in their current building for the succeeding years unless notified.

Administrators and Supervisors

Administrators and supervisors shall be assigned to positions and work assignments based upon the qualifications of the administrators and supervisors and the needs of the District as determined by the Board of Education and/or by the superintendent or designee. Changes in assignment may be made by the superintendent or designee, or at the request of the administrator or supervisor a change may be considered. An administrator or supervisor being involuntarily transferred shall have a right to a conference with the superintendent or designee.

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