CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: December 16, 2004

REVISED: August 17, 2006, November 19, 2015

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309. ASSIGNMENT AND TRANSFER

1. Purpose	The assignment and transfer of administrative employees shall be in accordance with the administrative and management needs of the school.
2. Authority	The Joint Operating Committee shall approve the initial assignment of administrative personnel at the time of employment and when future assignments involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.
3. Delegation of Responsibility	The Administrative Director or designee shall provide a system of assignment or reassignment that includes voluntary transfers.
4. Guidelines 23 Pa. C.S.A. 6301 et seq	Current employees whose transfer from one position to another position within the school results in a change in job classification may be required to submit appropriate clearances.
	Vacancies shall be publicized to all appropriate employees.
	Before new employees are sought, requests for transfer to a vacant position will be considered.
	The Administrative Director shall, in considering any assignment or transfer, base the decision on: the need to balance various administrative skills among the schools; changing student population; the impact on the educational program of the proposed assignment; the employee's background and preparation for the position; the employee's length of service in the district and in the position presently held; and the administrative and operational efficiency advanced by the proposed assignment.
	Administrative staff members shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.
	This policy shall not prevent reassignment of an administrative staff member during the school year for good cause.

PA Statute 23 Pa. C.S.A. 6301 et seq	