

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: September 21, 2006

REVISED: February 16, 2012

CARLISLE AREA SCHOOL DISTRICT

309. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer within the district of administrative employees shall be in accordance with the administrative and management needs of the district.
2. Authority SC 508, 510	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.
23 Pa. C.S.A. Sec. 6354, 6355	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 of this district and the applicant has already obtained an official child abuse clearance statement.
SC 111 Title 22 Sec. 8.2	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 an official criminal history background check. Such applicants shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution.
3. Delegation of Responsibility	The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.
20 U.S.C. Sec. 6312	The Superintendent shall, in considering any assignment or transfer, base the decision on: <ol style="list-style-type: none"> 1. Impact of proposed assignment on the educational program. 2. Employee's background, experience and preparation for the position. 3. Employee's success in former positions.

<p>4. Guidelines 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>4. Employee's length of service in the district and in the position presently held.</p> <p>5. Recommendations of the employee's administrative supervisors.</p> <p>6. Administrative and operational efficiency advanced by the proposed assignment.</p> <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 to the district a valid Act 151 clearance statement.</p> <p>Vacancies may be publicized to all appropriate employees.</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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 508, 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6312</p>
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