

# SENECA VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND  
TRANSFER

ADOPTED:

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines 23 Pa. CSA 6301</p> <p>School Code511</p>	<p style="text-align: center;">309. ASSIGNMENT AND TRANSFER</p> <p>The assignment and transfer of administrative employees within the district 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 shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>Transfers of personnel may become necessary to meet load conditions. Transfers shall not be made capriciously, vindictively or arbitrarily. The Superintendent shall effect all transfers. Reasons for transfer shall be expressly understood by those affected, be in the best interest of students, and be equitable to all concerned.</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 shall be publicized to all appropriate employees.</p> <p>Staff requests for consideration when vacancies or promotions appear imminent shall be given full consideration and are encouraged as evidence of professional growth.</p> <p>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.</p>
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