

# NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: March 10, 1997

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>23 Pa. C.S.A. 6301</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 adopted organization chart of the district and shall conform to these guidelines.</p> <p>The Board shall approve the initial assignment of administrative personnel at the time of employment.</p> <p>The Superintendent shall provide for a system of assignment or reassignment that includes voluntary transfers.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to such positions will be considered.</p> <p>Current district employees whose transfer from one position to another position within the district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>The Superintendent shall, in considering any assignment or transfer, base the decision on:</p> <ul style="list-style-type: none"> <li>the need to balance various administrative skills among the schools;</li> <li>changing pupil population within the schools of the district;</li> <li>the impact on the educational program of the proposed assignment;</li> <li>the employee's background and preparation for the position;</li> <li>the employee's length of service in the district and in the position presently held;</li> <li>and</li> </ul>
--	---

School Code  
511

the administrative and operational efficiency advanced by the proposed assignment.