

## **VOLUNTARY ADMINISTRATIVE TRANSFER/REASSIGNMENT** ***LOCAL SCHOOL LOCATION***

When school-based administrators voluntarily transfer, accept a voluntary reassignment from one school location to another, or when an employee is a “new hire” administrator, there is a District expectation that by accepting the position, barring unforeseen promotional opportunities, the individual has made a commitment to stay with that particular school for a sufficient period of time, to become a part of the “team” and make a significant contribution to the overall success of the school. The local school should determine an appropriate length of time for such a commitment (normally a minimum of 2 years), which should be discussed with the candidate before the final selection is made. For those individuals who have fulfilled this commitment and are interested in a voluntary transfer or reassignment from one school location to another, the following process will apply:

1. As positions become available during the year, building-level administrators will have an opportunity to apply for a transfer. A transfer means a lateral move within the same pay grade/level of responsibility from one building/school location to another.
2. The office of Administrator Recruitment and Development will maintain a current listing of administrative vacancies. Information concerning specific vacancies can be obtained from this office.
3. Transfer requests and updated applicant documents may be submitted in writing year-round to the Director of Administrator Recruitment & Development. The District will compile a list of transfer requests by building/school location(s) requested.
4. If at any time an administrative position becomes available, individuals who have applied for a transfer to such positions/locations will be considered according to the procedures established at the local school.
5. Properly submitted transfer requests will be considered and accepted or rejected before the position is determined to be available to candidates for promotion, reassignment or initial employment. The Superintendent retains the discretion, when it is in the best interest of the involved school(s), to remove individuals from the transfer request list. Any individual removed from the transfer list will be notified.
6. If all transfer requests are rejected by the school, the Superintendent will submit a list of qualified candidates for consideration for the vacancy.
  - a) Qualified candidates are defined as those who have successfully completed the administrative screening process, who hold appropriate valid certification, and who are recommended by the Superintendent/designee.
  - b) Candidates include persons currently holding administrative positions at one school level but have applied for reassignment to another school level, qualified persons seeking promotion from within the District, and persons seeking initial employment from outside the District.
7. All local school administrator transfers, reassignments and employment decisions must be made in accordance with the employment requirements of KERA, including the requirement for “consultation” with site-based councils, and any site-based, council-adopted policy governing employment.
8. In the case of an overstaff situation, the Superintendent reserves the right to select the individual to be overstaffed and to place them.