FAIRVIEW SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: June 20, 1994

REVISED:

309. ASSIGNMENT AND TRANSFER

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.

1. Authority

The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignment involves a transfer from one building to another or involves a move to a position requiring a certificate or other credentials other than those required for the employee's present position.

2. Delegation of Responsibility

The Superintendent shall select personnel from the current staff for placement and assignment essential to the functioning of the Fairview School District.

The Superintendent shall provide the appropriate direction to all personnel to ensure the completion of all job assignments and adherence to all Board policies and administrative procedures.

School Code
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