

Administrative Regulation

Certificated Administrative Employees; Selection, Temporary Assignment, or Transfer

Certificated administrative employees, selection, temporary assignment, or transfer shall be subject to the policies and regulations as set forth by the Board of Education.

A. Administrative Employee Selection

1. Employment and assignment to an administrative position will be reserved for the most highly qualified individual.
2. Recommendations for selection to an administrative position will be based upon the recommendations of a screening committee appointed by the superintendent or the designee.

B. Temporary Appointments to an Administrative Position

1. Temporary appointments should not continue beyond the length of time needed to carry out an appropriate recruitment, screening and appointment process. The exception would be the temporary appointment to a position because of a death or serious illness. Such positions will generally be filled temporarily until the person's return from illness or in the case of death, until the close of the school year.

C. Transfer of an Administrative Employee

1. Employees in administrative positions who are interested in transfer should notify their immediate supervisor.
2. Employees in administrative positions who have been selected for transfer will be notified at the most appropriate time for all parties. Notification in most cases would be in a conference situation with the immediate supervisor.

Ref: EC Section 35035

Approved: August 19, 1980

Revised: March 4, 1986

Reviewed: July 1, 2000