

Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	Draft

Authority

The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.

The Board shall approve the initial assignment of all employees at the time of employment and shall be informed when such assignments involve a transfer from one building or supervisor to another or a move to a position requiring a certificate or credentials other than those required for the employee's present position.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[\[3\]](#)

Legal

- [1. 24 P.S. 508](#)
- [2. 24 P.S. 510](#)
- [3. 20 U.S.C. 6312](#)
- [24 P.S. 111](#)
- [22 PA Code 8.1 et seq](#)
- [23 Pa. C.S.A. 6301 et seq](#)

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