

CLOVER PARK SCHOOL DISTRICT

Policy Series: Personnel

Policy No. 5211

Assignment, Reassignment and Transfer

Certified Staff shall be subject to assignment, reassignment and/or transfer of position and duties by the Superintendent or designee. Such assignment to be according to law and the policies and procedures of the district. Classroom teachers, principals, assistant principals and educational staff associates are required to possess endorsements as defined by the rules and regulations of the superintendent of public instruction. When it is necessary to assign a teacher to an out-of-endorsement grade level, such assignment will be made in compliance with state and federal requirements.

The superintendent or designee shall provide for a system of assignment, reassignment and transfer of classified staff, including voluntary transfers and promotions, in which vacancies shall be publicized. The wishes of the classified staff member who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the operational requirements and best interests of the district. Nothing in this policy shall prevent the reassignment for good cause of a staff member during the school year. Collective bargaining contract language shall supersede this policy where conflicts between the two exist.

No staff member shall be placed in any position where direct administrative or supervisory authority is exercised by his/her spouse or domestic partner or any other relative or friend residing in the same household.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.150.230	Basic Education Act District school directors' responsibilities
	28A.405.230	Conditions and contracts of employment — Transfer of administrator to subordinate certificated position — Procedure
	42.23.030	Interest in contracts prohibited — Exceptions
	42.23.040	Remote interests
	WAC 180-16-220	Supplemental basic education program approval requirements

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