

**BOARD POLICY**

**ASSIGNMENT, REASSIGNMENT AND TRANSFER**

Staff shall be subjected to assignment, reassignment and/or transfer of position and duties by the superintendent, such assignment to be according to law and the policies and procedures of the district. Classroom teachers, principals, vice 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 WAC 180-16-223. No staff member shall be placed in any position where direct administrative or supervisory authority is exercised by his/her spouse or by any other relative residing in the same household.

The superintendent 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.

- Legal Ref: RCW 28A.150.230 Basic Education Act of 1977 -- District school directors as accountable for proper operation of district -- Scope -- Responsibilities -- Publication of guide
- 28A.405.230 Conditions and contracts of employment -- Transfer of administrator to subordinate certificated position -- Procedure
- 42.23.030 Interest in contracts prohibited -- Excepted cases
- 42.23.40 Remote interests
- WAC 180-16-220 Supplemental Program Requirements
- 180-16-223 Temporary Out-of-Endorsement Assignment Criterion

Adopted: January 12, 1993