



**5.60.013-AD Administrator Transfer**

- (1) Because vacancies occur in school principal-ships and other administrative positions, because of the diverse and changing characteristics of schools and the related need for differing leadership skills, and to provide varied career challenges, it is a long standing practice in this district to transfer school administrators among the various buildings and assignments. Transfers are made by the superintendent upon recommendation of the area superintendents.
- (2) Though the needs of the district must be overriding in reaching a decision about transfers, the interest and preferences of the administrator shall be solicited and weighed when consideration is given to his/her transfer. When a transfer is being considered, it shall be discussed with the administrator as part of his/her annual evaluation conference, and reference thereto shall be made in the evaluation report. Discussions relating to possible transfer of an administrator should occur sufficiently before the end of a school year to facilitate necessary transitional planning and procedures.
- (3) When the decision is relation to a transfer is reached, the administrator shall be informed. However, because of implications for community and school relations, and to assure the administrator's continued effectiveness in his/her post, the administrator will be fully responsible for avoiding discussion of a possible or impending transfer with citizens, teachers, or students until official announcement is made.

Policy Implemented:

History: Adpt. 11/72

<b>For official use only</b>	
<b>Approved:</b>	
_____	_____
Superintendent	Date