



Code: CCCA  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): CCCA

## Assignment of Administrative Personnel

The superintendent shall make administrative assignments. Whether an assignment is voluntary or involuntary, the intent of transfers is to improve the district ability to provide a quality educational program. All assignments or transfers are subject to the following guidelines:

1. For the purposes of this policy, all administrators below the rank of assistant superintendent or executive director shall be considered.
2. The reassignment of administrative personnel will occur as directed by the superintendent with advance notification to the board.
3. Reassignment is assumed to be a positive personnel action. To assure implementation of this statement, all members of the management team must actively support all assignment changes to the public, staff, and students.
4. Individual administrators may request reassignment. Such requests should be submitted prior to February 15.
5. When a position becomes vacant or when a new position is established, administrators currently employed by the district may request reassignment to the vacant or new position.
6. At the discretion of the superintendent, vacant or new positions may be filled from among the ranks of administrators currently employed by the district without having considered applicants not presently employed by the district.
7. Administrators may be eligible to apply for other administrative and supervisory positions, or may request reassignment to a teaching position.
8. Administrators selected for reassignment should receive final notification by March 15.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.505](#)

[ORS 342.845](#)