

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT, TRANSFER &  
PROMOTION

ADOPTED: May 4, 1964

REVISED: August 24, 1987; March 12, 2011;

REVIEWED: October 10, 2016

## 509. ASSIGNMENT, TRANSFER & PROMOTION

### ASSIGNMENT

Assignment of classified personnel shall be in keeping with the provisions of the appointment. Following appointment by the Board of School Directors, assignments shall be made to specific duties by the District Superintendent or designee. Prime consideration in all assignments shall be for the betterment of instruction of children.

### TRANSFER

The transfer of employees to positions in the various schools and departments in the District may be made by the District Superintendent or his/her designee on the basis of one or more of the following criteria, or for other relevant reasons:

- Possible contribution the staff member could make to the District in the new position,
- Opportunities for professional growth,
- Qualifications of the employee as compared to those of other applicants,
- Desire for transfer as indicated by the written request of the employee,
- In consideration or preparation for a possible reduction in staff.

No transfer shall be affected in the absence of consultation with the employee concerned.

Classified employees may request a transfer at any time.

### PROMOTION

Promotion should be regarded as an opportunity for professional development by the employee within the school system. The District Superintendent or his/her designee may solicit declarations of interest or application from any qualified District personnel for any vacant position on a higher level.

Recruitment may include the review of other applications of qualified individuals.

	<p>The basic aim of all classified recruitment shall be the selection of the best available applicant, given the financial considerations of the District.</p> <p>The District Superintendent or his/her designee shall be responsible for producing in writing the qualifications for each position, deciding upon a description of each job, and recommending method(s) of selection. It shall be the duty of the Board of School Directors to approve the salary, responsibilities, and other benefits for each new position.</p> <p>Reviewed 3/12/11</p>
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