

SERVICE: Certificated Supervisory, Management,
And Others

ASSIGNMENT OF POSITIONS;
ASSIGNMENT OF EMPLOYEES

ISSUED BY: Pers. Research (7-1-05)

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REFERENCE: Administrative Regulations (AR) 4200 and (AR) 4201

This guide applies to certificated management and other employees, including supervisory employees represented by AALA, and contains provisions that are not subject to collective bargaining.

1. Assignment of Positions (AR 4200).

The system of selecting, transferring, and promoting employees shall be based upon merit alone. The employment of personal, political, or social influence to secure such appointment, transfer, or promotion, or the urging of any consideration other than fitness for the work as a ground for such appointment, transfer, or promotion is held to be an act of unprofessional conduct and is strictly forbidden.

2. Assignment of Employees (AR 4201).

- a. Selection of employees to fill positions below the salary level of assistant superintendent shall be made from an appropriate eligible list or approval list if such exists, except as provided in Administrative Regulations 4210, 4213, 4214, or 4320.
- b. If eligible, candidates from outside the District selected for a District position in the principal or assistant principal class may be assigned to that position in substitute-qualifying status, as conditioned below. Such assignments would be considered to be equivalent to “transfers” within the District.

To be eligible, candidates must verify a minimum of three, consecutive years of full-time, successful public school service performed within the past three years in a single school district in the principal or assistant principal class corresponding to the District position for which selected.

- c. When there are fewer than five available persons on the eligibility list, persons on a new list, if applicable, may be offered assignments; or persons may be appointed in limited acting status under Administrative Regulation 4213. An available person on the eligible list may refuse the first offer of assignment but shall accept the second offer or the person’s name will be removed from the list.