

REASSIGNMENT OF BUILDING ADMINISTRATORS

Assignment shall be subject to the following guidelines:

1. For the purposes of this policy, the term principals shall include assistant principals;
2. Principals shall normally be allowed a minimum of five years in a position before being considered for reassignment;
3. Principals selected for reassignment shall, if possible, be notified a minimum of thirty (30) days in advance;
4. A principal who has been reassigned to a new position shall normally assume responsibility for that position on July 1;
5. A principal who is reassigned to another principalship or another administrative position shall receive a salary, during his/her first year of reassignment, that is not less than that which he/she received during the prior year;
6. Principals shall not be reassigned to positions for which they are not qualified or for which they do not hold appropriate licenses;
7. Individual principals may request reassignment. Such requests shall be submitted prior to February 15;
8. When a principalship becomes vacant or when a new principalship is established, principals currently employed by the district may request reassignment to the vacant or new position;
9. Principals shall be eligible to apply for other administrative and supervisory positions or request reassignment to a teaching position.

**DATED:**  
**REVISED:**  
**REVIEW DATE:**  
**REVIEWED BY:**