

TRANSFER: PRINCIPALS, ASSISTANT PRINCIPALS, AND DEANS

- I. The periodic rotation of school administrators is considered to be of positive value to the educational welfare of students and to the professional growth of principals. Therefore, the transfer of administrative personnel will be affected when it is in the best interest of the students and of the district.
  - A. Licensed administrative employees may voluntarily request a transfer to another location.
    1. A voluntary transfer is defined as any lateral transfer which is initiated by an administrator.
    2. An involuntary transfer is defined as any transfer initiated by a reduction in force, as provided for in Article 26 of the Negotiated Agreement between the Clark County School District and the Clark County Association of School Administrators.
    3. An administrative transfer is a transfer initiated by the district.
    4. A voluntary transfer provides an administrator with an opportunity to seek a change of assignment. An administrator may seek a transfer with dignity, security, and freedom from anxiety in the relationship with the administrator's supervisors.
    5. An administrator will be provided an opportunity to request to be considered for any existing or anticipated vacancies for which the administrator is eligible.
    6. An administrator is eligible to request a transfer after the administrator has served a minimum of one calendar year in his or her current position.
    7. The appropriate region superintendent will review any school-based administrative vacancy(ies) with the principal as soon as the vacancy(ies) is known. The principal will inform the appropriate region superintendent of any unique qualifications for the vacant position if any exist. Principal vacancy(ies) will be reviewed by the region superintendent and the deputy superintendent.

8. School site administrators may indicate online their request for a lateral voluntary transfer or a promotion, if they have been in their current position for a minimum of one year and if their three (3) latest performance evaluations have been satisfactory. They may also submit an additional request for consideration in the manner specified in any e-mail announcement of a vacancy.

When a vacancy occurs, the appropriate region administrator may access the on-line requests and the related professional resumes.

The appropriate supervising administrator may review any of the personnel files of the requesting administrators and/or may talk with any of the requesting administrators.

When a position is vacant, the supervising administrator shall submit the names of up to three (3) candidates in order of preference to the appropriate region superintendent and deputy superintendent. The deputy superintendent, in consultation with the region superintendent, will submit up to three (3) candidates' names in preference order to the superintendent through the associate superintendent, Human Resources Division. For principal positions, the region superintendent and the deputy superintendent will submit up to three (3) candidates' names in preference order to the superintendent through the associate superintendent, Human Resources Division. The superintendent, after considering the list of preferred candidates, will appoint a candidate. This regulation does not guarantee selection of one of the candidates. If the candidate selected was not on the supervising administrator's list, that administrator will be so informed in a timely manner.

9. For non-school-based positions, the assistant or associate superintendent of the division shall notify the appropriate administrator in the Human Resources Division of the identified vacancy. The Human Resources Division will post the position announcement on the district's web site. The announcement will include a closing date that generally will not exceed ten (10) working days from the date the announcement is posted.
10. For administrative positions that are non-school-based, the administrator responsible for the supervision of the vacant position may interview selected candidates after the screening committee and interview process have been completed. He/she will submit the names of up to three (3) candidates in preference order to the deputy superintendent. The deputy superintendent will submit the names to the superintendent through the associate

superintendent, Human Resources Division. If the candidate selected was not on the supervising administrator's list, that administrator will be so informed in a timely manner.

11. If possible, an individual approved for transfer will remain in the current position for two weeks prior to reporting to the new assignment.
  12. The district has the right to administratively transfer an individual.
  13. When an administrator, whose overall performance is satisfactory and who has completed five (5) years of service with the district in the same location and same administrative assignment, is not successful in securing a transfer, the administrator may request assistance from the appropriate region superintendent. A concerted effort will be made to secure a transfer for the administrator. It is understood that a transfer is not guaranteed.
  14. An administrator in his or her 28<sup>th</sup>, 29<sup>th</sup>, or 30<sup>th</sup> year in the Public Employees Retirement System and who has submitted a resignation effective no later than the conclusion of the 30<sup>th</sup> year will generally not be involuntarily transferred, unless the administrator requests the transfer.
  15. The administrator, as well as the immediate sending and receiving supervisors, will be notified of the intended transfer.
- B. Student enrollment/assistant principal/dean ratios are designed to identify employment needs on a district-wide basis. The ratios are not designed for placement or assignment of administrative staff on a per school basis. Assistant principals may be assigned on the basis of the spring estimate of the fall enrollment. Actual enrollment will be reviewed after the second week of school to determine the entitlement. Enrollment and characteristics of the student population and the total school program will be reviewed after the second week of school to determine what staffing allowances or adjustments should be made.
- C. The Human Resources Division will notify the appropriate region superintendent when a school is not entitled to an assistant principal or dean. The situation shall be reviewed and, as appropriate, one of the following recommendations will be made through the associate superintendent, Human Resources Division, to the superintendent:
1. Transfer an assistant principal or dean to another location to fill a vacancy.

2. Retain the assistant principal or dean in the present assignment if it appears that the enrollment will increase within a reasonable period of time.
3. Retain the assistant principal or dean in the present assignment until a vacancy occurs at another school and reassignment can be made.
4. Retain the assistant principal or dean in the present assignment if it is determined to be in the best interest of the students and the district.
5. Institute a reduction in force or layoff under the terms of the negotiated agreement.

Legal Reference: NRS Chapter 288 Matters Reserved to the Employer  
Review Responsibility: Human Resources Division  
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