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**Browning Public Schools**

**Policy #2130**

Policy Name: *Assignment and Transfer of Administrative Staff*

Regulation: -----

The Superintendent shall have the authority to reorganize and/or rearrange the specific responsibilities of the administrative and supervisory staff in a manner that will provide for the effective operation of the district. The Superintendent shall, in considering any assignment or transfer, base a decision on such factors as the desired performance and/or expectations inherent in the position, the staff member's background and preparation, the staff member's past performance, the impact on other facets of the district's operations, and the needs of the district.

**It is the superintendent's responsibility to provide the Board with information at the board meeting prior to the transfer of an employee.**

**Administrative staff members shall be notified as soon as possible about any change in assignment. Nothing in this policy shall prevent the Superintendent from reassigning an administrative staff member during the school year.**

**Cross Reference:** #5210 Position Creation/Vacancy

**Legal Reference:** 20-4-203, MCA Teacher Tenure  
20-4-204, MCA Termination of Tenure Teacher Services

**Policy History:**

Adopted on: 1/12/99  
Revised on: 11/9/10  
Reviewed: 10/28/20