MSD: Assignment Responsibility, Transfers, and Final Decision Authority

Although members of the administrative and supervisory staff may make recommendations regarding employee assignments, the Superintendent is directly responsible to the Board for all employee assignments and transfers.

Assignments of instructional personnel as to school, subject, or position shall be made as soon as practicable.

Transfers may be made at the request of the employee or upon the initiative of the Superintendent or another administrative officer whenever, in the Superintendent's judgment, the transfer serves the best interests of the employee, the school, or the District.

The Superintendent shall make the final decision regarding any transfer and shall notify all affected parties of that decision.

When a transfer is advisable, the employee shall be afforded the opportunity for an interview during which the reasons for the proposed transfer are explained and discussed.

The receiving administrator shall be notified of the proposed transfer and shall be given the opportunity to provide input before the Superintendent makes the final decision.

Source: Millard School District Policy 4060, approved 2021.