

**ADMINISTRATIVE STAFF ORGANIZATION**

**Transfers: Placement of Principals**

The Superintendent shall organize the staff of the school District in a manner best suited to achieve the District's purpose, i.e., an effective program of instruction. This administrative regulation deals with the placement of principals.

**Guidelines For Rotation or Transfer of Principals**

1. District needs will be given primary consideration.
2. Professional opportunities for principals will be given special attention.
3. Whenever feasible, the Superintendent will rotate principals in such a way as to maintain District stability.
4. If a principal has been at the same school for eight year or more, the Superintendent will give serious consideration to transferring the principal.
5. Decisions regarding transfers should take into account major changes in the District such as implementing a year round school, a middle school, or a major program change in one or more schools.
6. A principal may request, in writing, a transfer for professional growth and development.
7. The Superintendent's recommendation will be taken to the Governing Board for approval.

**Communication Regarding Rotation or Transfer of Principals**

1. Prior to a change, the principal and the Superintendent will meet and discuss the possible transfer.
2. A principal who is to be transferred will be notified at least two months before the end of the school year.
3. The two months lead time will enable the principal to work and communicate with parents, students and staff to effect a smooth transition.
4. Principals will work together in a spirit of cooperation so both outgoing and the incoming principal are thoroughly oriented and briefed.