

The superintendent is authorized to transfer or assign certificated employees to any position for which the employee is qualified. Assignments will be based on the qualifications of the employee, availability of other qualified personnel, the desires of the employee, as well as the philosophy and needs of the district.

Transfers and changes in assignment may be made at the initiative of the superintendent of schools, other administrative staff members, or at the request of the employee. The change will be contingent upon approval by the building principal or superintendent.

If a change of assignment was not requested by the employee, the employee will be notified as soon as possible and have an opportunity to express his or her preferences. The superintendent's decision regarding the assignment will be final.



**LEGAL REFERENCE:**

Idaho Code Section  
33-506

**ADOPTED:** August 21, 2013

**AMENDED:**