

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Administration

2152

Transfer of Administrators

This policy sets forth the guidelines for implementing the routine transfer of administrators in the Enfield Public School System.

The intent of this policy is two-fold: (1) to provide an opportunity for professional growth, and (2) to improve the educational environment throughout the school system by encouraging periodic renewal and revitalization of all faculty members at the affected schools. To the extent practical, such transfers are not to interfere with the completion of significant projects (i.e., accreditation projects, or the introduction of school wide curriculum changes).

The Board delegates to the Superintendent of Schools the responsibility for transfer assignments of personnel under this policy and outlines the following guidelines for the Superintendent's guidance:

1. Transfers will be based primarily on the best interest of the school district with the secondary consideration being the desire and interest of the school administrator. Administrator transfers may be initiated by the administrator or the Superintendent.
2. The administrator's involvement in normal year-to-year projects shall not preclude being transferred. However, when possible, involvement in significant projects (i.e., those having strategic import to the school system) shall be taken into consideration prior to any transfer being implemented.
3. Reassignment is assumed to be a positive action, which provides the opportunity for professional growth for the individuals involved. By "individuals" is meant not only the transferred personnel, but also the staffs, students, parents, and the community members at the school(s) involved.
4. Applicable contract language if any, between the Board and the Enfield School Administrators' Association (ESAA) pertaining to involuntary transfers will be in effect.
5. To assure reasonable stability and the implementation of multi-year plans, administrators should normally be allowed a minimum of seven (7) years in a building.
6. Normally and whenever possible, the Superintendent shall notify affected individuals of their transfer no later than the June 1 preceding the beginning of the school year in which the transfer will take effect.

The Superintendent of Schools may waive these guidelines when he/she believes that a school's geographic location, specific instruction program, or other unusual circumstances require an administrator to remain longer at or move sooner from a school.

Policy Adopted: May 22, 2018