



Administrative Regulation 2112.2 Administrative and Professional-Technical Transfer Procedures

Responsible Office: Office of the Superintendent & Board of Trustees

REGULATION

1. Types of Transfers: The transfer of administrators and professional-technical employees can be accomplished in one of several ways. The reasons and procedures for each are discussed below.
 - a. Voluntary Professional Growth Transfers
 - i. When an initial principal or assistant principal vacancy occurs, the transfer procedure described below will apply to that vacancy. Any subsequent vacancy resulting from a transfer to the initial opening will also be posted for transfer. Any vacancy resulting from the subsequent transfer will not be subject to the Transfer procedures.
 - ii. When an administrative position opens, with the exception of temporary positions, notification of the vacancy will be sent to all administrators and posted on the Office of Human Resources' Bulletin Board. Whenever possible, such notification shall occur at least five (5) days prior to the general public announcement.
 - iii. An administrator may apply for transfer to any position for which s/he is qualified provided that salary range or salary schedule column is the same or lower than that of his/her current position. The exceptions to this rule are that a principal may apply for transfer to a principalship at a higher level and an assistant principal may apply for transfer to an assistant principal position at a higher level. An assistant principal may not apply for transfer to a principal position.
 - iv. An administrator who wishes to be considered for a transfer prior to consideration of candidates from outside the district shall submit a brief resume and cover letter to the Office of Human Resources prior to the close of the transfer period.
 - v. When more than one (1) administrator has applied for a transfer to a position, the Superintendent and/or designee will interview the transfer applicants prior to interviewing outside applicants. The Superintendent need not interview more than five (5) transfer applicants.

- vi. Administrators being considered for transfer shall be notified of the disposition of their request.
 - vii. If the voluntary transfer is to a position at a lower salary range or lower salary schedule column, the administrator will be placed at the lower salary level with credit given for years of administrative service and/or educational credits, where applicable.
- b. Organizational Adjustment Transfers
- i. Adjustment transfers of administrative personnel may be necessary as a result of the closing of a school, elimination of a position, or a change of school or school district organizational levels or patterns. Organizational adjustment transfers are initiated by the Superintendent and approved by the Board of Trustees.
- c. Directed Transfers – Site-Level Administrators
- i. The Superintendent may transfer a site-level administrator at any time it is deemed to be in the best interest of the school district or an individual administrator. The Superintendent will discuss the reasons for the transfer with the administrator, prior to the transfer being effective. Whenever possible before a site-level administrator is transferred, the administrator should be given enough advance notice so that s/he may pursue a voluntary transfer.
 - ii. It is the general policy of the Washoe County School District for administrators to remain in a school for a minimum of five (5) years and no more than ten (10) years. At the discretion of the Superintendent, administrators may be transferred with fewer than five (5) years in a school or may remain in their schools in excess of ten (10) years.
 - iii. Whenever possible, administration will discuss potential transfers with administrators one (1) year in advance to take into consideration the career objectives of the administrator. Transfer will be discussed as a part of the routine annual evaluation after an administrator's fourth year at a school.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future,
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. The following Board Policies, Administrative Regulations and Administrative Procedures align with this regulation:
 - a. Administrative Regulation 2111.2, Principal/Assistant Principal Selection Procedures
 - b. Board Policy 4110, Recruitment and Selection of Personnel
 - c. Board Policy / Administrative Regulation 4112, Appointment of Certificated (Licensed) Personnel
3. This regulation complies with Nevada Revised Statutes (NRS) Chapter 288, Relations Between Governments and Public Employees.
4. This regulation complies with Nevada Revised Statutes (NRS) Chapter 391, Personnel.
5. This regulation aligns with the Collective Bargaining Agreements between the District and the Washoe School Principals' Association (WSPA) and the Association of Professional-Technical Administrators (APTA).

6. REVISION HISTORY

Date	Revision	Modification
5/13/1980	1.0	Adopted
10/1/1982	2.0	Revised
12/13/1983	3.0	Revised
3/10/1992	4.0	Revised
8/8/1997	5.0	Revised
10/28/1997	6.0	Revised
2/22/2000	7.0	Revised

