



# Monarch River Academy

## Staff | Administrative & Supervisory

### ADMINISTRATIVE & SUPERVISORY TRANSFERS POLICY

The Monarch River Academy School Governing Board recognizes the importance of placing employees in positions that best utilize their skills and talents, help improve student achievement, and provide the most benefit to the school.

The purpose of the Monarch River Academy Governing Board approving this Transfer of Administrative and Supervisory Positions Policy is to accomplish the following:

- To set forth policy and procedures regarding transfers for administrative and supervisory employees.

The Executive Director or designee shall assign or reassign all personnel on the basis of staffing needs and qualifications.

Upon the recommendation of the Executive Director or designee, with Board discussion, the transfer of administrative or supervisory personnel to another position in another department for reasons including, but not limited to, the need to improve student achievement and operational efficiency, utilize the skills and talents of the employee more effectively, provide opportunities for professional growth, provide an opportunity for evaluating employees in different school settings, or locations, and best accommodate the overall needs of the school may take place.

If personnel in an administrative and supervisory position request to be transferred to a teaching position, they will be rated-in according to their total number of years in the charter in addition to the number of years accepted at their date of hire.

Adopted: June 27, 2022