

## Administrative Procedure 402

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### ROTATION OF SCHOOL-BASED ADMINISTRATORS

#### Background

The periodic rotation of school-based administrators contributes to their professional and personal growth, thereby, improving the quality of education throughout the division.

#### Procedures

1. The Superintendent will review annually all school administrative assignments.
2. The Superintendent will consult each spring with individual school-based administrators to assess their interest in a rotation to a different position.
3. Administrators would normally be expected to serve in schools for a period of at least two years and not more than eight years. However, in extenuating circumstances these guidelines may be waived.
4. Reasonable efforts will be made to minimize the immediate negative financial impact of a rotation.
5. On or before June 1, the Superintendent will prepare a listing of school-based administrative assignments and notify the administrative staff of the proposed assignments.
6. Following the notification of the proposed administrative changes with the school-based administrators, the Superintendent will bring a listing of the administrative assignments to the Board for information.
7. Unless otherwise noted, all school-based administrative assignments will be effective August 1.