

**TRANSFERS**

**Employment Procedure – Management Positions other than Superintendent**

Administrators are employed to benefit the District at large. Assignments are made to specific positions, but transfers are to be expected when, in the judgment of the Superintendent and the Board of Education, the District would benefit from such transfer.

Administrative vacancies may be filled in the following ways:

1. Direct appointment by the Superintendent with approval of the Board of Education.
2. Advertisement within the District.
3. Advertisement within and outside the District.
4. Temporary appointments (less than three [3] months duration) by the Superintendent.

The method by which a vacancy is filled will be governed by the situation and district requirements at that time.

**Announcement of Vacancies**

1. Generally, entry-level administration posts (Elementary and Middle School Assistant Principal and High School Dean) will be limited to advertisement within the District but not in all cases.
2. Among the vehicles which may be used to advertise are:
  - a. Job Information Survey (J.I.S.), CASBO newspaper, EdJoin, other professional publications and various media.
  - b. Notification sent to college placement offices.
  - c. Notices sent to other districts.
3. If an appointment process is not used, a Screening Committee may be utilized - committee representation will be determined by the Superintendent or his designee.

**Administrative Salaries**

Salaries for management positions shall be determined by placement on the appropriate salary schedule consistent with applicable experience.

Bylaw

Adopted: August 4, 2005

Revised: May 26, 2006

**VACAVILLE UNIFIED SCHOOL DISTRICT**

Vacaville, California