



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### GCIA – ADMINISTRATION REASSIGNMENT PROGRAM

---

The Rolling River School Board believes in the philosophy of reassigning school administrators to different roles or assignments at different schools throughout the Division on a regular basis or as necessary. The Board believes that the mobility of school administration staff has many positive outcomes including:

- contributing to an environment of continuous learning,
- providing opportunities for professional growth and experience for employees,
- providing opportunities for divisional leadership development, and
- allowing for new ideas to be exchanged between administrators and teachers.

This program is designed to enhance the learning experience and positively impact student learning, achievement, and their educational experience.

#### **Procedure**

1. Reassignment will occur as follows:
  - a) the program will occur on a regular basis as determined by the Board and Senior Divisional staff; and/or;
  - b) when the Superintendent identifies a need for a school administrator to be reassigned to another position.
2. The Superintendent of Schools shall recommend administrative reassignment to the Board of Trustees considering:
  - the educational needs of students and the Division;
  - the Division's need for leadership development and succession;
  - the administrative needs of the Division;
  - the administrator's professional attributes, skills, qualifications, length of service in the current position, career cycle, and professional goals.
3. Employees will be consulted and preferences of individual administrators will be discussed as part of the reassignment process.
4. Where, an administrator is reassigned to another administrative position by the Division as part of this program, and where the reassignment results in the administrator receiving less administrative allowance, the Division will maintain the current allowance rate as of the date of notification of the transfer. This rate will be maintained for a period of two years following the actual date of reassignment or until the administrative amount of the new assignment surpasses the maintained allowance rate, whichever occurs first.

**Date Adopted:** March 3, 1994  
**Date Revised:** October, 2002  
**Date Revised:** May 3, 2007  
**Date Revised:** March 24, 2010  
**Date Reassigned:** March 5, 2014  
**Date Reaffirmed:** January 17, 2018  
**Date Reaffirmed:** November 17, 2021