

BOARD OF EDUCATION  
**POLICY 7090**  
**ADMINISTRATIVE TRANSFER**  
**OF TEACHERS**

Effective: November 22, 1994

---

**Policy Statement**

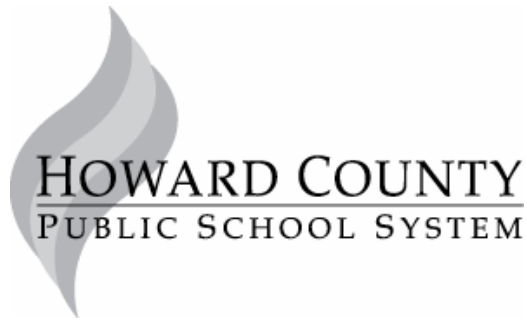
The Board of Education of Howard County recognizes that the human resources of the school system are the most critical element in enabling the system to successfully carry out its mission. For this reason, it is imperative that the Superintendent be free to utilize and direct these resources in a manner which assures achievement of the school system's goals.

The administrative transfer of a teacher is necessary when, in the judgment of the Superintendent, such transfer would serve the overall needs of the school system. Such a transfer is clearly not a disciplinary action, and it must be handled at all levels in a caring and sensitive manner.

The Superintendent is directed to develop regulations and procedures to implement this policy.

LEGAL REFERENCE: Annotated Code of the Public General Laws of Maryland,  
Section 6-201 (b) (2) ii

Original Approval: November 22, 1994



**POLICY 7090-R**  
REGULATIONS  
**ADMINISTRATIVE TRANSFER**  
**OF TEACHERS**

Effective: November 22, 1994

---

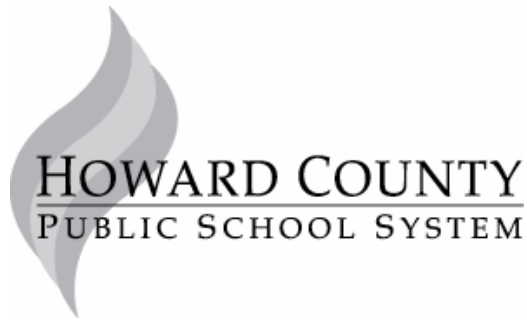
**I. Definitions**

- A. Teacher, for purposes of this policy, refers to school-based certificated personnel whose primary function is the instruction of students.
- B. Administrative transfer refers to a change in assignment from one school to another at the direction of the Superintendent of Schools.

**II. Regulations**

- A. The administrative transfer of a teacher is intended as a means of enabling the Superintendent to effectively utilize the human resources of the school system. As such, it is not disciplinary in nature and should not be construed as such in any context.
- B. The administrative transfer of a teacher will usually be initiated by the principal and requires the approval of the Superintendent of Schools.
- C. These regulations and their implementing procedures are intended to establish an orderly process and do not limit or proscribe in any way the statutory authority of the Superintendent to transfer personnel " . . . as the needs of the school require."

Original Approval: November 22, 1994



**POLICY 7090-PR**  
IMPLEMENTATION PROCEDURES  
**ADMINISTRATIVE TRANSFER**  
**OF TEACHERS**

Effective: November 22, 1994

- 
- I. Where possible, and in general, initial notification on the part of the principal to the teacher he/she will be recommending for administrative transfer should occur no later than February 15. This will allow a teacher so notified to apply for a voluntary transfer under the provisions of the Negotiated Agreement if he/she is interested in doing so.
  - II. The principal should be sensitive to the possible emotional impact of a notification regarding transfer and should notify the teacher in a private setting at the end of the teaching day.
  - III. If requested, the principal should notify the teacher who is being recommended for transfer in writing about the reasons for the recommendation. Factors influencing a recommendation for transfer could include, but are not limited to:
    - A. Teacher request (under certain circumstances, e.g., inability to obtain a voluntary transfer)
    - B. Enhancing faculty diversity
    - C. Staff development: provide new experiences
    - D. Opportunity for professional change
    - E. An exchange of staff to provide a different mix of teaching strategies
  - IV. A list of any open positions identified by field or qualification will be made available to the teacher affected so he/she has the opportunity to indicate some alternative preferences for assignment which will be considered by the Superintendent but are not binding on his/her decision.

Administrative approval: November 22, 1994