

Transfer, Voluntary Reassignment, and Overstaffing for Administrators
Guidance for Assistant Principals, Associate Principals, and School Counselors

Because consistent and cohesive administrative teams are vital to successful student outcomes, any school-based assistant principal or counselor newly hired into the role or accepting a voluntary transfer or reassignment from one school location to another, by accepting the position, commits to remain at that particular school for a minimum of one school year (fiscal year).

Administrator Transfer

Those administrators who have completed the minimum one year at a school location may transfer by the following process. A transfer is a lateral move from a position at one school/building location to a position of the same pay grade/level/days at another school/building location.

1. Positions that become available during the school year will be posted on the district's online application site.
2. Administrators may email the HR Specialist for Central Office & Administrative Positions at JCPS.Admin-CO-HR@jefferson.kyschools.us for additional information on specific vacancies.
3. Administrators may submit an application for any position for which they meet the minimum requirements via the district's current applicant tracking system (Applitrack).
4. All eligible applicants meeting the minimum requirements will be forwarded to the principal/hiring committee/School-Based Decision Making (SBDM) Council for consideration.
5. The superintendent may, when it is in the best interest of the involved school(s), remove an applicant from consideration. Any applicant so removed will be notified.
6. If an administrator is recommended for and accepts a lateral position prior to the end of the school year, the administrator must finish the school year at their current school location and will be released to the new school for the following school year.
7. The superintendent may authorize a mid-year transfer.
8. All school administrator transfers, reassignments, and employment decisions shall comply with Kentucky Education Reform Act (KERA) requirements, including consultation with SBDM councils, and any SBDM adopted policy governing hiring decisions, and JCPS Board policy.

Administrator Overstaff

- An overstaff occurs when an administrator is involuntarily subject to transfer as a result of reduced pupil enrollment, educational program changes, or adjustments in staff allocations.
- The least senior employee in the affected position at the school location is subject to overstaff.
- Seniority is determined by the employee's certified district seniority date. If two or more administrators share the same seniority date, the lowest sum of the last four digits of the employee's social security number will be used to determine the employee to be overstaffed.
- An overstaffed administrator is expected to apply for positions for the upcoming school year. When administrators are to be overstaffed, the superintendent may place an overstaffed administrator in a position rather than allowing a transfer or new applicant to be considered.
- The superintendent may, if an overstaffed administrator does not secure a position through the application process, assign the administrator to provide support to a school or location. Such assignment is at the sole discretion of the superintendent and is not guaranteed.

Assistant Principal and Counselor Grades/Days

- High School Assistant Principal – Grade 12, 215 days
- Middle/Elementary School Assistant Principal – Grade 11, 215 days
- Middle/High School Counselor – Grade 9, 215 days
- Elementary Counselor – Grade 9, 195 days

Promotion – The act or fact of being raised in position or rank. An employee accepts a position that is at a higher pay grade/level/days than their current position.

Demotion – Where an educator is transferred to a position of less responsibility, and the transfer is not accompanied by an immediate major reduction in pay, but there is to be a reduction in a subsequent year, the transfer becomes a demotion when (and if) that reduction takes place (KRS 161.720).

Voluntary Demotion – Where an employee makes a request with the full knowledge and understanding that when granted, the request will result in a reduction in salary commensurate with the adopted salary schedule for the assignment for which they submitted the request.

Additional Comments:

- Stipulation is one year in the position. An applicant who has been in their current position for less than one year will not be placed in the applicant pool for a lateral position.
- To be eligible for a lateral transfer for the start of the subsequent year, the applicant will have to be in the position as of September 1.
- Family Resource Youth Service Center (FRYSC) employees are not allowed to be placed in positions. In the event of an overstaff, the employee will have to apply to a vacant position.