

**DEMOTION/REASSIGNMENT**

The Board of Trustees may authorize the demotion or reassignment of any administrative or supervisory employee upon the recommendation of the Superintendent or designee and when such action is determined to be in the best interest of the district.

*(cf. 0520.2 - Title I Program Improvement Schools)*  
*(cf. 0520.3 - Title I Program Improvement Districts)*  
*(cf. 4300 - Administrative and Supervisory Personnel)*  
*(cf. 4312.1 - Contracts)*  
*(cf. 4314 - Transfers)*

The Superintendent or designee shall ensure that the district complies with all applicable statutory deadlines and due process procedures when an employee is to be demoted or reassigned.

*Legal Reference:*

EDUCATION CODE

*35031 Senior management employee in the classified service: nonreelection*  
*44660-44665 Evaluation and assessment of performance of certificated employees*  
*44850.1 No tenure in administrative or supervisory positions*  
*44896 Transfer of administrator or supervisor to teaching position*  
*44897 Classification of administrator or supervisor to a teaching position*  
*44951 Continuation in position unless notified*  
*45101 Definitions (including disciplinary action, cause)*  
*45113 Rules for classified service in districts not incorporating the merit system*  
*52055.5 Meeting or exceeding growth requirements*  
*52055.57 Districts identified or at risk of identification for program improvement*

UNITED STATES CODE, TITLE 20

*6316 School and district improvement*

COURT DECISIONS

*Jefferson v. Compton Unified School District, (1993) 14 Cal. App. 4th 32*  
*Schultz v. Regents of the University of California, (1984) 160 Cal. App. 3d 768*  
*Ellerbroek v. Saddleback Valley Unified School District, (1981) 125 Cal. App 3d 348*  
*Skelly v. California Personnel Board, (1975) 15 Cal.3d 194*  
*Hentschke v. Sink, (1973) 34 Cal. App. 3d 19*

**DEMOTION/REASSIGNMENT**

**Certificated Administrative Employees**

Permanent certificated management staff are not entitled to seniority rights in their administrative positions. However, such staff shall earn and/or retain any seniority earned in service as a classroom teacher or site administrator pursuant to Education Code 44893, 44894, or 44956.5.

*(cf. 4117.3 - Personnel Reduction)*  
*(cf. 4117.6 - Decision Not to Rehire)*

**End of Year Release/Reassignment of Certificated Administrators**

By March 15, an employee shall be notified by either registered mail or in person that he/she may be released or reassigned from his/her position for the following school year. If the notice is presented to the employee in person, the district shall obtain his/her signature acknowledging receipt of the notice on the district's copy of the written notice. (Education Code 44951)

If the March 15 notice indicates that release or reassignment is only a possibility, the Board of Trustees shall take additional action to release/reassign the employee before the new school year and shall send the employee a second notice by June 30 indicating that he/she has been released or reassigned.

If the employee is to be released or reassigned to a teaching position, the Board shall give the employee, upon his/her request, a written statement of the reasons for the release/reassignment. If the reasons include incompetence as an administrator or supervisor, the district shall have completed an evaluation of the employee within the 60-day period immediately preceding the notice date. (Education Code 44896)