

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: GFB
Responsible Office: Human Resources

Temporary Reassignment of Administrative and Supervisory Personnel to the Classroom or Other Positions

I. PURPOSE

To establish procedures for the temporary reassignment of administrative and supervisory (A&S) personnel to classroom teaching positions or other professional positions

II. BACKGROUND

The program for the temporary reassignment of A&S personnel to classroom teaching or another professional position is designed to assist individual staff members to become or remain knowledgeable of the responsibilities and skills involved with classroom teaching or other professional positions and to provide opportunities for individual staff development. See current *Agreement between Montgomery County Association of Administrative and Supervisory Personnel and Board of Education of Montgomery County*, Article 25.

III. PROCEDURES

- A. Administrative and supervisory personnel interested in being considered for temporary reassignment should apply in writing by March 1 to the associate superintendent, Office of Human Resources (OHR). The request must contain the following information: type of temporary assignment requested, reason(s) for wanting this type of assignment, date the employee wants to begin the assignment and length of assignment, areas of employee's certification, and the type of regular assignment desired at the termination of the temporary reassignment period.
- B. The associate superintendent, OHR, will forward the request to the appropriate office for a recommendation to approve or deny the request and return it to the associate superintendent for OHR. The superintendent or his designee will review the request and make the final decision. If approved, the associate superintendent, OHR, works with the

receiving office regarding the details of the assignment. The associate superintendent, OHR, finalizes the specific assignment in writing to the employee.

- C. The associate superintendent, OHR, contacts the employee prior to the ending date of the temporary assignment in order that an appropriate placement can be made at the conclusion of the temporary reassignment period.

Regulation History: Formerly Regulation No. 405-2, July 27, 1973 (directory information updated); revised February 3, 2003.