

SERVICE: Certificated Supervisory, Management,
and Confidential

SPECIAL APPOINTMENTS
(Administrative Regulation 4214)

ISSUED BY: Personnel Research (12-22-11)

REPLACES: PPG A16 (7-1-05)

1. Special Appointments (Administrative Regulation 4214).

- a. A particular position may be filled by direct appointment of an employee not on the eligible list if the Superintendent of Schools or designee finds that the position requires an incumbent with special personal or professional qualifications, not a part of the class description for the class.
- b. The appointment for a principal position must be confirmed by the Superintendent of Schools.
- c. At the end of any semester, the assignment of the incumbent may be terminated if it is in the best interest of the District. If terminated, the incumbent will be returned to his/her former class, in which the incumbent has earned tenure.

2. Affirmative Decision Process.

- a. Local district superintendents or division heads must meet annually to review the performance of administrators in restricted (W1) assignments and determine if they will continue in their position for the following school year.
- b. Affirmative decision to continue in a restricted (W1) status or a decision to release an administrator must be made by March 30th.

3. Conversion to Regular Status.

- a. Employees in restricted (W1) assignments must file for and take the examination for the class when the examination is next offered. Upon successful completion of the examination, the incumbent's assignment may be converted into a regular status, subject to the affirmative decision process.
- b. An employee appointed under this Administrative Regulation may be converted to regular status in the class and have examination requirements waived if the employee:
 - (1) has served satisfactorily for at least three consecutive school years (minimum of 130 full time days each school year) in the class, and
 - (2) is recommended by the local district superintendent or division head and approved by the Superintendent of Schools or designee.
- c. Local district superintendents or division heads must meet with and inform administrators who are not converted to the regular status in the class after serving three school years. A decision regarding conversion of the employee to regular status in the class must be made no later than March 30th of the third year.