



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	RETURN TO THE CLASSROOM OPPORTUNITY FOR CERTIFICATED ADMINISTRATORS	III-A
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1. Applications will be accepted up to March 1 of each year from principals, assistant principals or other certificated administrators for assignment to classroom teaching positions for which they are qualified for the following school year. *(See Section 7 in both Principals' MOU and Managers' MOU)* Administrative vacancies resulting from such assignments will be filled on an acting basis.
2. Each administrator temporarily assigned to a classroom shall continue to receive his/her regular administrator's salary and shall continue to work the full contract year of his/her administrative assignment.
3. Each employee temporarily assigned as an acting administrator shall be paid for the year at the appropriate step on the administrative salary schedule for that position and shall work the full contract year of the temporary administrative assignment.
4. Administrators participating in the "Return to the Classroom Opportunity" shall be returned to his/her same or similar positions for the year following the temporary assignment, provided that (a) all assignments shall be subject to layoff and recall provisions in effect at the time, with the individual's permanent assignment category for such purposes considered to be the same as immediately preceding the temporary assignment, (b) nothing shall prohibit participants in the program from applying for any vacancy which exists.
5. The appropriate Superintendent Staff member or his/her designee will provide supervisory assistance to the acting administrator during the temporary classroom assignment and will evaluate his/her performance on the appropriate administrator evaluation form, a copy of which will be placed in the employee's personnel file.
6. A temporary assignment may be terminated during the year at any time the Superintendent determines that the best interest of the district require such action, provided that the individual shall not be adversely affected in salary by any reassignment during the year.