

STAFF PERSONNEL
Series 400

Policy Title: ASSIGNMENT AND TRANSFER

Code: 402.6

Assignment shall be based upon the qualifications of the candidate and the philosophy and needs of the school district. In the event of a vacancy, teacher's request for reassignment to the position will be considered prior to advertising for that position. If candidates are equally qualified as independently determined by the Administration, then formal and informal principal evaluations and the longitudinal student achievement data associated with the teachers may be taken into consideration.

An employee must hold a 0.5 FTE certificated contract or greater to be eligible for an assignment change or transfer between schools. All other employees are eligible to apply after the in-house posting of five (5) days based upon the qualifications of the candidate and the philosophy and needs of the school district. The superintendent may deny any assignment change or transfer among schools, pending board approval, based on a pattern of unsatisfactory/basic performance in formal and informal principal evaluations and/or the longitudinal student achievement data associated with a teacher.

Changes in assignment or transfer between schools may be made at the initiative of the Superintendent, other administration staff members, or at the request of the employee. All such reassignments shall be made after full discussion by all parties related to the transfer and shall be reported to the Board of Trustees.

Grade, subject and building assignments shall correspond to the teacher's certification and shall be made annually by the principal with the approval of the superintendent and subject to approval by the Board of Trustees. All teachers in continuing contract status for whom major changes in assignments are anticipated as a request of the administration, including the Board, will be advised of such changes or anticipated changes as soon as possible. Assignments outside the major or minor teaching field shall be only with the consent of the teacher.

Any changes in assignment not desired by the teacher shall be reported to the principal and then to the superintendent. If a solution to the problems of the teacher cannot be found, the superintendent shall arrange for the teacher to present his/her problems to the board. The decision of the Board of Trustees shall be final.

Date of Adoption:
Revised: 08/25/08, 4/16/13
Readopted: July 2009

Legal References:

Related References: