

Category: 7000 PERSONNEL	Policy Number: 7105
Policy Title: ASSIGNMENTS AND TRANSFERS	Effective Date: August 15, 2012

The assignment and transfer of personnel shall be the responsibility of the superintendent. The superintendent shall establish practices of assignment and transfer. Such practices shall be approved by the Board of Trustees.

In the event that a position becomes available, prior to permanently filling the vacancy, the Superintendent will post a notice of the position (including teaching, coaching, drivers education, administrative and ancillary positions) in the faculty room of each building in the district. If the opening occurs during a time school is not in session, the notice of the opening will be included in any correspondence the district makes to its employees, including checks mailed during the summer.

ASSIGNMENTS

Assignment shall be based upon the qualifications of the candidate and the needs of the school district.

Changes in assignment may be made at the initiative of the superintendent, other administrative staff members, or at the request of the employee. The change will be contingent upon approval by the superintendent.

Initial appointment of certificated personnel shall be made at the earliest practical time prior to the school year for which the individual is employed.

Appointment to a specific position is contingent upon variables which make it imperative that there be adjustments in personnel placement. The superintendent has the authority to assign teachers to their respective grades, classes and buildings. The superintendent, with the approval of the Board of Trustees, shall have authority to assign principals to their respective schools.

If a change of assignment had not been requested by the employee, the employee will be notified as soon as possible and have the opportunity to express his or her preferences.

TRANSFERS

Transfers between buildings are sometimes necessitated by sound educational principles. The district may utilize voluntary, involuntary or in-building transfer options.

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Building principals have the authority to make in-building transfers or reassignments as needed.

Reference: Procedure 7105p, "Staffing Procedure"
Policy 7118, "Reassignment of Administrative Personnel"

Category: 7000 PERSONNEL	Procedure or Form Number: 7105p
Policy Title: STAFFING PROCEDURE	Effective Date: August 15, 2012

Recruitment and selection of certificated personnel shall be in accordance with school policy. The following staffing procedures are intended to provide clarification and direction for those involved in the transfer, recruitment, screening, and selection of certified personnel.

I. Vacancies

- A. Administrators have the latitude to deploy and place building certificated staff. This includes reassignment of building certificated personnel to grade levels and/or subject areas to fill existing positions. Such positions should be made known to building staff members.
- B. Vacancies and/or new positions created as a result of new programs and/or needs are to be advertised in the district. This notice shall contain the date of the posting, a description of the position, the name and location of the school, the requirements of the position, the name of the person to which the application is to be returned and the date by which the application is to be returned.

2. Transfers: (Transfers between buildings are sometimes necessitated by need and sound educational principles.)

- A. Voluntary transfer requests will be considered. When a vacancy occurs, interested employees should submit a written request to be considered by the screening committee. Interested employees will be considered for the vacancy provided they meet the certification and other qualification criteria. In-district requests will be invited to interview provided they meet certification and other qualifications. An interview team will be used in the selection process if there is more than one (1) candidate.
- B. Involuntary transfers may result from programs being reduced or abolished, reduction of student numbers, employer staffing needs, and/or if it is determined that it would be in the best interest of the person and/or school. Such persons who are transferred are eligible to be considered and interviewed for other vacant positions in the district, providing they meet certification and other qualification criteria.

3. Classified Vacancies/Transfers

Staffing procedures listed above for certificated employees will be followed for classified employee vacancies and transfers.

Reference: Policy 7105, "Assignment and Transfer"
Policy 7118, "Reassignment of Administrative Personnel"