

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

ASSIGNMENTS

The Superintendent is authorized to assign all employees to their duties. The Superintendent may assign any employee to any position in which he/she is qualified and certified to fill. The Superintendent, in consultation with principals, will assign certificated personnel to positions in order to meet the needs of students and the instructional program.

TRANSFERS

The Superintendent shall effect all transfers with the cooperation of all parties concerned whenever possible. Reasons for transfer shall be made available to those affected and will be in the best interests of the educational program. The Superintendent shall have final discretion as to all transfers.

VOLUNTARY TRANSFERS

All certified employees shall have the opportunity to indicate their interest in reassignment to the Superintendent no later than February 15 of each year or at such time as a vacancy appears. The Building Principal must be made aware of the request. This policy does not require that preference be given to employees requesting a transfer.

In all cases, transfer of assignment shall have the approval of the Board of Trustees.

Adopted: 03/11/85

Revised: 12/13/10