

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The District recognizes that assigning qualified employees to positions throughout the District is essential to providing an excellent educational program for all students. Every effort will be made to assign District employees to areas of the greatest need for the benefit of the students. The District at its discretion, will accept requests for transfers or reassign staff when it is in the best interest of the District and the educational program to do so.

Definitions

Assignment: Placement in a particular positions or building by the District.

Transfer: Reassignment by the District at the employee's request.

Assignments

The Board directs the superintendent to assess the District's professional staffing needs annually and to assign professional staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the District's needs. The superintendent may reassign staff members to different positions or buildings at any time, including after a contract has been signed or in the middle of the school year.

Transfers

Voluntary or employee-requested and involuntary or District-initiated transfers will both follow guidelines outlined in Joint Resolutions approved by the Board.

Definition:

- Professional Staff: The term "professional staff" will be used to designate those employees who must either possess teaching, administrative or professional certificates issued by state educational authorities or degrees from accredited institutions of higher learning in order to maintain their status with the District. Professional Staff shall also include those employees whose positions are salaried positions and who are not hourly employees subject to the Fair Labor Standards Act.

Adopted: June 23, 1971

Revised:

March 11, 1997
April 24, 2001
March 11, 2003
June 8, 2010