

## **Billings School District 2**

### **HUMAN RESOURCES**

#### Assignments, Reassignments, Transfers, Vacancies

All staff shall be subject to assignment, reassignment, and/or transfer of position and duties by the Superintendent. This policy is subject to the terms of the current collective bargaining agreements.

While acting in the best interest of the District, the Superintendent may assign Administrators/Supervisors to any positions in the District for which they are qualified.

Teachers shall be assigned at the levels and in the subjects for which their certificates are endorsed. The Superintendent shall provide for a system of assignment, reassignment, and transfer of certified staff, including voluntary/involuntary transfers and promotions. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year. All employees of the District who are assigned extracurricular activities as a contract obligation must honor this obligation unless released from this responsibility by the Board.

#### Non-Certified Staff

Unless governed by the terms of a collective bargaining agreement, the right of assignment, reassignment, and transfer shall remain that of the District. Written notice of a reassignment or involuntary transfer shall be given to the employee.

#### Vacancies

Unless governed by the terms of a collective bargaining agreement, when the District determines that a vacancy exists, that vacancy may be posted on the website, in each school building or, during the summer, outside the office.

Vacancies may be advertised in-District only or they may be advertised in-District and through job service, Career Services at a college or university, local public advertising, and, where appropriate and if time permits, through a broader regional and/or national basis. A vacancy need not be advertised as determined by the Superintendent.

Cross References:      6440    Assignment and Transfer of Administrative Staff

Legal References:

Policy History:

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