

PERSONNEL

5220

Assignments, Reassignments, Transfers

All staff shall be subject to assignment, reassignment, and/or transfer of position and duties by the Board and/or Superintendent.

For certificated employees, no employee shall be transferred to a principal’s school or newly hired with an assignment to a principal’s school without the additional approval of the building’s principal, unless a transfer is being made due to shifting student population levels. In a situation where a reassignment and/or transfer is being made due to shifting student population levels, the principal shall be provided with a choice of at least two (2) individuals to be transferred for each position to be filled, unless there is only one (1) individual whose certificates or endorsements qualify them for the position.

Teachers shall be assigned at the levels and in the subjects for which their certificates and endorsements are appropriate and allowable. The Superintendent shall provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions consistent with this policy and State law. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

Teaching

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, recognizing that such placement could change subsequent to this initial notice including during the course of the school year.

Classified Staff

The right of assignment, reassignment and transfer shall remain that of the Board and/or Superintendent. Written notice of a reassignment or involuntary transfer shall be given to the employee.

Cross reference:	6100-6100P	Superintendent
	6200	District Organization

Legal Reference	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-524	Principals to Determine New Staffing

Policy History:

Adopted on: August 13, 2012

Revised on: