



## **Procedures for Filling Teacher Vacancies**

Teachers are subject to assignment and reassignment by the campus principal when the principal determines that the assignment or reassignment is in the best interest of the campus/district. Reassignment is a transfer to another position or department that does not necessitate a change in the employment contract.

### **Intra-campus reassignments**

Vacancies may be filled internally by the campus principal when the principal determines that the reassignment is in the best interest of the campus/district and when the reassignment does not necessitate a change in the employment contract.

Employees who object to a reassignment may follow the district process for employee complaints as outlined in District policy DGBA (LOCAL).

### **Voluntary Intra-District Transfers**

A teacher with the required qualifications for a position may request a voluntary transfer to another campus. A request for transfer must be completed online during the posted transfer period. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by the date posted each spring. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a suitable replacement has been found. Intra-district campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes.

### **Extracurricular/Supplemental Duty Assignments**

Extracurricular or supplemental duty assignments may be reassigned at any time.

### **Required 10 Day Posting of Vacancies for Certified Positions**

Vacancies not filled internally by existing campus personnel must be posted for 10 school days before the date on which the District fills the vacant position. Positions which affect the safety and security of students may be exempted from the required posting, if the exemption is approved by Human Resources.