



Procedures for Reassignment Elementary Professionals

Elementary Ratio

1. The District Enrollment Committee will examine enrollment numbers each day beginning with the first day of school.
2. Principals will be authorized to enroll up to a 22:1 ratio.
3. Principals must notify the following individuals of any classes exceeding a 22:1 ratio so that appropriate action may be taken:
 - a. Associate Superintendent of Curriculum and Instruction
 - b. Associate Superintendent of Human Resources
 - c. Director of Human Resources

Reassignment of Teachers

1. The District Enrollment Committee will determine which grade level(s)/subject area(s) are plus (+) or minus (-) employees based on current enrollment and/or enrollment projections.
2. Campus teachers will be notified if they are in a grade level/subject area which contains surplus employees. Consideration shall be given to the following factors:
 - a. Volunteers willing to move from their current assignment. If more than one employee volunteers to move, the person with the most District seniority shall be selected.
 - b. District seniority of those within the affected grade level, based on full-time teaching experience, as verified by Human Resource Services.
 - c. In the event of a break in District service, District seniority is counted from the most recent date of hire.
 - d. Certification needs/Duty assignments (i.e., Bil/ESL; grade or subject-level chair, etc.) of campus personnel in the surplus area.
 - e. Teachers who are currently on a Professional Growth Plan are ineligible for a transfer. .
3. Certification eligibility of teachers under consideration for movement to other grade levels/subject areas shall be verified by Human Resource Services.
4. In the event that all teachers eligible for reassignment have the same District seniority, a random drawing shall be conducted to determine which employee(s) will be moved.
5. Employees who are deemed to be surplus personnel shall be asked for input which shall be considered regarding possible 1st/2nd choices of assignment. However, due to scheduling/certification constraints, such choices cannot be promised to employees.

6. The Area Superintendents and/or Human Resource Services Department representatives shall travel to each affected campus to meet with teachers whose assignment must change.
7. MISD shall move classroom materials of the affected personnel as appropriate.

Special note: Campus enrollment in each grade level can fluctuate year to year and subsequent staffing changes will be addressed internally by the building principal.