



Procedures for Reassignment Secondary Professionals

1. The District Enrollment Committee will determine which campuses are plus (+) or minus (-) employees based on current enrollment and/or enrollment projections.
2. Teachers will be notified by their principals if their campus is designated as having surplus employees. Consideration shall be given to the following factors:
 - a. District certification needs/additional assignment needs, campus needs, and the eligibility of individuals to transfer into critical needs positions.
 - b. Volunteers willing to move from their current assignment. If more than one employee volunteers for a potential transfer and certification status of the volunteers is appropriate for District and campus needs, the person with the most District seniority shall be selected.
 - c. District seniority, based on full-time teaching experience, shall be verified by Human Resource Services.
 - d. In the event of a break in District service, District seniority is counted from the most recent date of hire.
 - e. Teachers who are currently on a Professional Growth Plan are ineligible for a transfer.
3. Certification eligibility of teachers under consideration for transfer to other campuses, grade levels and/or 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 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.