

Adopted: May 20, 1996  
Revised: November 20, 2006  
Last Reviewed: February 20, 2015  
May 19, 2020

District 77 Policy 425

## **425 ASSIGNMENT AND TRANSFER - TEACHERS**

### **I. PURPOSE**

The purpose of this policy is to provide a basis for decisions regarding the assignment and transfer of licensed personnel to and among buildings.

### **II. GENERAL STATEMENT OF POLICY**

- A. Licensed personnel are employed by the School District, not by specific buildings. Assignments shall be made by the administration based on the qualifications of the candidate and the educational needs of the school district's students.
- B. The School Board and administration believe that assignment changes can be a positive experience and can provide an opportunity for personal and professional growth. The School Board and administration believe that it is desirable in making assignments to consider the interests and aspirations of its teachers. Requests by a teacher for transfer to a different class, building, or position shall be made in writing to the Director of Human Resources. The request shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic or personal qualifications. Such requests shall be renewed each year to assure active consideration by the administration. The administration shall acknowledge receipt of the transfer request.
- C. Vacancies that occur during the school year may be difficult to fill from within the District without undue disruption to the existing instructional program. If the Superintendent so determines, such a vacancy may be filled on a temporary or tentative basis.
- D. Teachers may request transfer to vacant teaching positions. The Director of Human Resources shall distribute vacancy notices to be posted in each school building before the position is filled. Such vacancies shall be filled on the basis of experience, competency, qualification of the applicants, and the educational needs of the students.
- E. Position transfers may be made in case of emergency or to prevent undue disruption of the instructional program. The Director of Human Resources shall notify the affected teacher of the reasons for such transfer.

- F. Any teacher who shall be transferred to an administrative position and who later wishes to return to teacher status may be granted such a transfer if a similar teaching position is available.
- G. The Board believes it is beneficial to both administrators and teachers to periodically transfer building administrators and teachers so that:
  - 1. The building can benefit from the unique leadership skills of more than one building administrator, and
  - 2. The administrator and teacher can benefit from renewal opportunities provided by contact with different individuals.

***Cross References:*** District 77 Policy 424 (Promotional Positions)