



# Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8000 Fax: (956) 548-8010

Dr. Jesus H. Chavez  
Interim Superintendent of Schools

## Administrative Guidelines – Reassignment of Teachers/Staff

Effective immediately, when reassignment due to enrollment shifts, staffing ratio changes, or programmatic needs require that a teacher(s) or staff member move from one campus to another, the following guidelines will generally apply:

- Before any moves are made, administration will seek *volunteers*.
  - *Volunteers* will be considered once all employees retiring and or resigning have been reviewed and accepted and removed from the campus position control.
- *Filling vacancies*- Excess list of personnel will be used to fill vacancies at all campuses.
- *Teachers on the excess list* will remain at their current campus until reassigned and will carry over their years of experience with BISD to their new campus.
- Any employee *hired on or after December 1*, will be considered first for the excess list depending on certification and campus needs.
- *Employees that have been moved 3* or more consecutive years will *NOT* be moved for the following school year.
- *Teachers who resigned or are relieved from their coaching/supplemental duty position* for the upcoming school year, or did not coach/sponsor during the current school year, are subject to reassignment, not necessarily at their campus, according to their certification. Recommendation for these moves will come from the Athletic Coordinator and Principal. For example, if a P.E. teacher at a High School or Middle School does not want to continue their coaching/supplemental duty responsibilities, he/she may be reassigned to another campus.
- *Retired Rehired employees* are *NOT* guaranteed a teaching position. They will remain in their current assignment until placed, based on need.

I. To select personnel for placement into the excess pool, the immediate supervisor will consider and apply the below criteria in the following order:

**A. *Qualifications for current or projected assignment:*** Appropriate certification or endorsement according to the Texas Education Agency, including standard, intern, provisional, professional, probationary, emergency permit, or one-year certificate related to the current position or projected assignment. A teacher that holds a composite certificate or multiple certifications has precedence over teachers that do not. ***The exception would be a non-Bilingual/non-ESL certified teacher who will remain at their campus in a suitable assignment or at a position deemed suitable by the district.***

**B. *Dual Assignment/Supplemental Duty***

1. Elementary schools:

A teacher or staff member with more campus/department seniority may be reassigned in place of a teacher or staff member with lesser campus/department seniority who holds a dual assignment for the **CURRENT** school year regardless of funding source. *A dual assignment includes but is not limited to supplemental duties.\* Supplemental/non supplemental duties may include UIL Sponsor, Drill/Dance Team, Cheerleading, Athletics, Yearbook, Nature Club, Gardening Club, and Student Council. Principals recommend dual assignment teachers. Tutorial/Extended Day must work a minimum of 6 weeks.*

2. Secondary Schools:

A teacher or staff member with more campus/department seniority may be reassigned in place of a teacher or staff member with lesser campus/department seniority who holds a dual assignment for the **CURRENT** school year regardless of funding source. *A dual assignment includes but is not limited to such supplemental/non supplemental duties.\* Supplemental/non supplemental duties may include UIL Sponsor, Drill/Dance Team, Cheerleading, Athletics, Yearbook, Nature Club, Gardening Club, Class Sponsor, NHS, and Student Council. Principals recommend dual assignment teachers. Tutorial/Extended Day must work a minimum of 6 weeks.*

***\*A notice must be sent out to the entire faculty and staff informing employees about the supplemental duty opportunities available for the current school year. A teacher should submit a Letter of Intent expressing their interest in sponsoring a club/event.***

**C. *Campus/Department Seniority:*** Consecutive length of service in the position and then to the campus/department. An authorized leave will not be considered a break in service.

In cases of equal campus/department seniority, considering continuous seniority in the district only, the following will be used to determine last in, first out in the order below:

1. Total years in the campus/department
2. Total years with the district
3. Date that the recommendation was made

**D. *Teacher Incentive Allotment:*** Designated teachers may have the option to stay at the campus where he/she is serving unless the projected campus has an equal or higher generated allotment.

## II. Special Education

Should there be movement within the Special Education units, the following will apply: Special Education Units are divided into four categories-

- Life Skills
- Behavior Intervention - BI
- PPCD
- Structure for Life – SFL

In the event that a specialized unit (Life Skills, BI, PPCD, or SFL) is moving from one school to another, the teacher(s) and staff in that designated unit will be moved on the basis of last in, first out to that designated category.

If the campus elects to absorb a special education teacher in another campus vacancy for which the displaced teacher is certified and meets NCLB standards, the principal may do so as long as he/she does not exceed the allotted number of special education or regular education teacher units assigned to the campus. The same criteria will apply for the movement of special education paraprofessionals.

In the case of Content Mastery, Inclusion, and Resource teachers, Guidelines IA – IC will be followed

- III. A Principal shall contact the Human Resources Department prior to moving teachers and/or staff to a different position. A Principal shall ensure that teachers possess the required certification and pay grade requirements, as in the case of classified personnel. ***A Personnel Requisition (PR) must be fully processed and an Authority to Report to Work (ATRTW) letter must be received by an employee before the new assignment begins.***
- IV. The Human Resources/Position Control in coordination with the Departments of Special Education, State Compensatory and Federal Programs, CTE, and other funding programs will confirm, validate, and approve the staff that will be reassigned. This information will be provided in writing to the Principal/AA.
- V. The Superintendent or designee (DK Local) has final authority to assign and reassign. The principal may appeal to the Superintendent or designee for a waiver of guidelines to address extraordinary circumstances such as, but not limited to, disability accommodations.

The Human Resources Department will address Certified and Classified full time equivalents (FTE) resulting from increases or decreases of student enrollment in a campus using the following documents and/or reports:

1. Employee Compensation Plan (Staffing Guidelines) approved by the Board of Trustees
2. Current Position Control Report
3. Current Campus Staffing Report
4. PEIMS Enrollment Report and Master Schedule
5. Payroll Report