



Book	Administrative Guideline Manual
Section	3000 Professional Staff
Title	TEACHER PLACEMENT
Code	ag3130
Status	From Neola
Adopted	May 29, 2019

### 3130 - **TEACHER PLACEMENT**

Teacher placement refers to decisions involving the assignment and transfer of teachers as well as decisions involving the filling of vacant teaching positions. Factors such as timing of vacancy and the impact on the organizational programs may be considered.

When there is a determination that a position is vacant, it may be communicated internally and externally in the following manner:

- A. Send an e-mail, using the District assigned address, to all teachers to notify them of the vacancy. Interested on-staff teacher(s) shall communicate via email to Human Resources at [rbeyer@ioniaschools.org](mailto:rbeyer@ioniaschools.org) of their interest regarding the position within five (5) business days of the initial message delivery. The day the message is sent, is considered to be day one (1). Communication of interest is to be made by submitting a letter of interest and resume stating the reason you are requesting a transfer, the qualifications/certifications obtained by the candidate, and the most recent effectiveness rating determined by their annual evaluation.
- B. Post the vacancy in the AppliTrack system and on the District website for notice to those candidates outside of the District. Keep the posting active for ten (10) business days. Exceptions can be made by the administration based on the impact of the instructional program related to the start date of vacant position.

Upon acceptance of communication from internal and external candidates the Superintendent or designee may facilitate the following:

- A. communicate with the building principal regarding all applicants;
- B. all on-staff teacher(s) will be discussed with the building principal(s) who have previously provided supervision;
- C. review all notes/conversations regarding the on-staff teacher(s);
- D. all candidates may be subject to the interview process dependent upon the decision of the building and District administration;  
  
External candidates may be selected to be part of the interview process.
- E. a recommendation will be made to the Superintendent by the Building Principal;
- F. internal candidates who are placed in the vacant position are expected to assist with the transition from their prior position.

The administration reserves the right to place staff into positions based upon Board of Education Policy 3130.