

Personnel – Certified/Non-Certified

Assignment/Transfer/Reassignment

The assignment and transfer of all certified/support staff personnel shall be the responsibility of the Superintendent of Schools (Superintendent) or designee.

Requests for transfer within the school system may be made at any time and must be in writing. Transfers are subject to availability of positions, vacancies, and qualifications of employees.

Transfers will be made in the best interests of the school system, subject to provisions of applicable employee organization agreements.

Under normal circumstances and when the administration has information sufficient to form a judgment, teachers shall be notified in writing by the end of the school year of their programs for the coming school year, including the schools to which they will be assigned, the grades and/or subjects they will teach, and any special or unusual classes they will have.

Not later than the November meeting of the Board of Education the Superintendent shall present the staff listing of regular assignments. Changes of regular assignments shall be reprinted periodically.

Policy adopted: November 17, 2005

NEW LONDON PUBLIC SCHOOLS
New London, Connecticut

Policy revised: April 14, 2022