



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. Excess personnel will be placed on the excess list and remain at their current campus until reassigned and an Authority to report to work is issued for a new location.

ORDER	CONSIDERATIONS	DESCRIPTION	Notes:
#1	VOLUNTEERS	The Campus/Department Administrator will consider volunteers first.	
#2	NUMBER OF TIMES MOVED IN THE PAST	Employees who have been moved 2 or more consecutive years will not be moved for the following school year.	
#3	SENIORITY	<p>Last One In – First One Out</p> <p><u>EXCEPTION(S) CERTIFICATIONS</u> Teachers that do not have a composite certificate or multiple certifications will be considered for the excess list first.</p> <p>Teachers that do not have Bilingual certification for Grades Pre K-5th and/or ESL certification for Grades 6th-12th will also be considered for the excess list before teachers who are Bilingual/ESL certified.</p> <p>NEW TEACHERS (PROBATIONARY CONTRACTS) New teachers that are on a Probationary Chapter 21 contract will not be allowed to be placed on the excess list until they complete the probationary period and are on a Chapter 21 Term contract.</p>	
#4	COACH/SPONSORS	<p>Teachers that coach/sponsor an extracurricular activity with OR without supplemental pay, may or may not be considered to remain at the campus (based on campus needs).</p> <p>NOTE: Working Tutorials and Extended Day will <u>not</u> affect a teacher’s placement on the excess list.</p>	

- **TEACHER INCENTIVE ALLOTMENT (TIA)**

A teacher's TIA designation will **not** be considered in the reassignment process. Please note that the allotment amount is subject to change based on the new campus assignment.

NOTE: TIA allotments are generated based on the campus where the TIA teacher is assigned on the last Friday of February of any given school year.

- **SPECIAL EDUCATION**

Movement within Special education units will be upon the discretion of the Special Services Supervisor in accordance with the needs of the district. Movements will be based on last one in, first out according to the specialized unit in need. Special Education units are divided into four categories: Life Skills, Behavior Intervention, PPCD, and Structure for Life.

- **FUNDING SOURCE**

Funding sources must approve any moves/reassignments to ensure compliance with their program. This will include Special Education, State Compensatory, Federal programs/Title I, CTE and Grants. Before any employee funded out of these programs is reassigned, a PR must be approved by the funding source and an Authority to report to work must be issued BEFORE the employee is reassigned.

- **DK LOCAL**

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee.