

ASSIGNMENTS AND SCHEDULES

DK
(REGULATION)

Assignment

The Superintendent or designee will coordinate the efforts of other department heads authorized to process job offers in the name of the District to ensure that all personnel are made aware of the basic board policy regarding assignment and/or reassignment in the District. (See DK(LOCAL)

Instructional staff who are hired under Statement of Eligibility or Certification Waiver and who do not complete the certification deficiencies by April 1 will not receive a contract for the following school year.

All personnel, regardless of classification, are subject to assignment, transfer, and/or reassignment by the Superintendent or designee at any time based upon the needs of the District.

Excess Teacher Assignment

If there is a reduction in staff at a campus, the principal and Human Resources Director shall determine which teacher(s) will be declared excess by following the formula in DK (Exhibit) A.

An excess teacher is defined as one who is in a teaching position that is not or will not be needed in that particular building or department.

The principal shall notify the excess teacher of the required excess and will advise the teacher(s) that they will receive written notification of the reassignment from the Human Resources Department.

The following points should be noted:

1. Teachers who have received a performance rating of Improvement Needed on any of the 16 dimensions of T-TESS shall not be included in the excess process.
2. The excess teacher will be reassigned at the earliest possibility to ensure continued employment within the District. Voluntary transfers or new hires shall not be considered until the excess teachers have been reassigned.
3. The reassignment of excess teachers takes priority over a voluntary transfer request or a new hire.
4. Changes within the building may be made prior to placement of excess teachers only after obtaining prior approval of the Executive Director.

Recall

A teacher who has been declared excess at the end of the school year has the option of returning to that building to fill a comparable position, if available, for which he/she was declared excess. The

option of returning to the building must be completed during the voluntary transfer window.

Once it has been determined that it will be necessary to reassign some of the teaching staff from a specific building, the principal shall observe the following procedures:

ELEMENTARY TEACHERS

1. PK-Kindergarten, music, physical education, special education, and bilingual education have unique situations which must be considered on an individual basis should it become necessary to determine an excess in these areas. Regular classroom teachers, in PK through 6th grade will be considered as one category for the purpose of determining excess.
2. After determining which area will be affected, the principal shall allow the faculty the opportunity to voluntarily transfer. If two (2) or more teachers desire to transfer, the decision will be determined by allowing the teacher with the highest point total the first option, based on the excess teacher formula.
3. If there are no volunteers, first year probationary contract teachers in the affected building will be considered first, then the second-year probationary contract teachers, and finally the principal shall apply the formula to the remainder of the faculty, if necessary, to determine the teachers with the lowest point total in the building or department.
4. If two (2) or more teachers are tied, the decision will be determined by the acceptance date of the job offer.

SECONDARY TEACHERS

1. Determine which department will be affected by the excess.
2. After determining which area will be affected, the principal shall allow the faculty the opportunity to voluntarily transfer. If two (2) or more teachers desire to transfer, the decision will be determined by allowing the teacher with the highest point total the first option, based on the excess teacher formula.
3. If there are no volunteers, first year probationary contract teachers in the affected department will be considered first,

then the second-year probationary contact teachers. If needed, the formula shall be applied to the remainder of the department to determine the teacher with the lowest point total. Due to the special area assignment, athletic coaches shall not be included in determining excess teachers, unless approved by the Executive Director of Leadership, for reasons of financial hardship or programmatic changes.

4. If two or more teachers are tied, the decision will be determined by the acceptance date of the job offer.

Voluntary Transfer Request

Certified teachers may apply for a Voluntary Teacher Transfer within the district if they meet the criteria outlined in the voluntary Transfer Process established by the District each year. Teachers who have received a performance rating of Improvement Needed on any of the 16 dimensions of T-TESS shall not be eligible for consideration of a voluntary transfer.

1. The transfer process will be determined by the Human Resources Department and disseminated to the staff each year.
2. Exceptions to this policy that include extenuating circumstances must be approved by the superintendent or designee.

Transfer of Principals, Associates, and Deans

Each principal, associate principal, assistant principal, and dean will have the assignment reviewed for potential reassignment at any time at the discretion of the superintendent and/or designee. Assignments will be reviewed by the Superintendent or designee. Reassignment will be based upon the following criteria including but not limited to:

1. Instructional and management oversight of the campus, based upon overall District need.
2. Need to change teacher appraisers in order to ensure district wide calibration of performance appraisals.
3. Need for management renewal, to provide opportunity for a campus administrator to develop new skills, broaden knowledge about the District, and the implement new ideas and/or programs.

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**Reassignment by
Request**

All District personnel have the privilege of requesting a change of assignment from one building or department to another, and all requests for reassignment are subject to the approval of the Superintendent or designee.

In general, requests for reassignment will be reviewed under the same criteria set out above. Requests for reassignment must be made in writing to the Superintendent. Determining a timeframe for any requests are at the discretion of the Superintendent.