

FACULTY ASSIGNMENT AND REASSIGNMENT WHEN OPENING A NEW FACILITY OR DIVIDING AN EXISTING FACULTY

Purpose:

To provide a fair, transparent, and consistent process for reassigning teachers when the district opens a new facility or must divide or reduce an existing faculty due to enrollment shifts, program realignment, or facility changes.

A. General Provisions

When the opening of a new facility, program, or grade configuration requires that an existing faculty be reduced or divided, the following procedure shall be implemented **prior to** any new hires or voluntary transfers at that level.

B. Staffing Projections

1. Each principal, in collaboration with their direct supervisor, shall project staffing needs based on:
 - a. Projected student enrollment, and
 - b. State-mandated class size or teacher-student ratio requirements.
2. The principal will prepare a staffing list identifying anticipated positions by grade, subject, and certification area.
3. These projections shall guide how many positions must be reassigned or remain at the current site.

C. Identification of Positions to be Reassigned

1. Based on the staffing projections, the principal will identify the number and types of positions affected.
2. All affected staff will be notified in writing of potential changes.
3. Before any involuntary moves, volunteers will be requested from the entire staff at the affected site.

D. Teacher Reassignment Information Form

Each staff member identified for potential reassignment shall complete a Teacher Reassignment Form containing:

- Name
- First day of service
- Certification area(s)
- Current school(s), grade(s), and subject(s)
- Preferred school(s), grade(s), and subject(s)

E. Placement Committee

1. A **Placement Committee** shall make reassignment decisions. The committee will consist of:
 - o Members of the District Administrative Team, and
 - o All principals directly affected by the reassignment.
2. The committee shall consider the following criteria in making placements:
 - o Teacher preference
 - o Certification and qualifications (must meet Highly Qualified standards)
 - o Balance of experience across sites

- o Site and program needs
- o Extra-curricular assignments and interests
- o Seniority

F. Reassignment Procedure

Step 1 – Initial Placement of Existing Faculty

- Existing members of the affected faculty will be placed **before** any new hires or transfers.

Step 2 – Voluntary Transfers

- Volunteers will be considered first.
- Volunteer assignments will be based on district seniority.
- The deadline to volunteer for reassignment will be **ten (10) working days** from the date of the reassignment announcement.

Step 3 – Involuntary Reassignments (If No Volunteers)

- If insufficient volunteers apply, teachers with the **least consecutive district seniority** will be reassigned, provided they are certified and meet Highly Qualified standards for the open position.
- In the event of a tie in seniority, the **Reduction in Force** procedures in the Negotiated Agreement shall apply.

G. Post-Reassignment Options

After reassignment, teachers may request a transfer using the **Voluntary Transfer** procedure (Article 307 of the Negotiated Agreement).

- The standard transfer deadline may be waived for reassigned teachers to provide flexibility.

H. Remaining Vacancies

After all current faculty have been placed, any remaining vacancies shall be posted and filled in accordance with the teacher transfer and assignment provisions of the district’s Negotiated Agreement.

I. Implementation and Review

The Superintendent or designee shall oversee the implementation of this policy and ensure consistent application across all schools. This policy shall be reviewed periodically to ensure alignment with state regulations and district needs.