PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Code **GCK** *Issued* **11/25**

Purpose: To establish the basic structure for the transfer and assignment of professional staff in the district.

Assignment

The superintendent will assign instructional personnel on the basis of their qualifications, the needs of the district and their expressed desires. When he/she cannot meet all three conditions, the superintendent will assign personnel in this order.

- first, in accordance with the needs of the district and its students
- second, where the administration believes the employee is most qualified to serve
- third, as to expressed preference of the employee

The superintendent will annually determine the professional staff to be assigned to each school. No later than 14 days before students are scheduled to return to school, the superintendent will notify each staff member of his/her tentative assignment for the following school year.

All personnel are employed by the district, not a particular school. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments.

The superintendent is authorized to reassign personnel in the best interest of the district. If reassignment is necessary, the professional staff member will be notified at least five school days in advance of the reassignment, except when a critical district need makes such notice impossible or the staff member has requested the reassignment.

Transfer

The transfer of a teacher from one school to another may be initiated by the teacher, by the principal of the school or by the superintendent. In the case of transfers initiated by the teacher and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in order of seniority in the district subject to the approval of the principals involved and in accordance with administrative rule GCK-R.

School Assignments

Within an individual school, the principal/director will have the authority to assign classes and courses according to the needs of the school. The principal/director will make assignments based on staff qualifications.

Adopted 6/6/83; Revised 2/2/98; Issued 3/4/13; Revised 11/10/25

Legal references:

A. S.C. Code, 1976, as amended:
    1. Section 59-25-410 – Teacher to be notified of assignment by August 15.