
ADMINISTRATIVE REGULATIONS**PER-12****SECTION: Personnel****SUBJECT: Transfers**

03/01/04

All positions (except for teaching positions) will be posted in each building using the official District posting developed by the Personnel Office.

Teachers shall not be transferred outside the scope of their certification, except on a temporary basis and by written notice.

When a reduction in the number of teachers in a building is necessary, qualified volunteers shall be transferred first. The teacher wishing to transfer to a different building will submit an application in writing to the Superintendent. The sending and receiving principals must be agreeable to the transfer as well as the superintendent.

Building principals will apprise teachers of procedures, but will not suggest that teachers seek transfer as a means of solving a personnel problem.

Transfers shall be made on the basis of years of service with those teachers most recently appointed to the school system being transferred first. The Personnel Office will seek a teacher who wishes to transfer. The sending and receiving principals will be agreeable to the transfer. The sending principal may not use the procedure for purposes of solving personnel problems.

When no teacher wishes to transfer, the selected teacher when practical, will be informed by letter at least ten (10) days prior to the effective date of transfer. A review request may be submitted to the Superintendent's Office.

A teacher who received an involuntary transfer should not receive another involuntary transfer for a minimum of three (3) years except for unusual circumstances. Teachers who receive an involuntary transfer shall have their requests to return considered by the principals involved and the Superintendent the following year if an appropriate position exists on that campus.

Changes in grade assignment within an elementary school and in subject assignment in the secondary school will be made only after discussion between the principal and the teacher affected. When school is not in session, a reasonable effort will be made to discuss the proposed change with the teacher involved.