Book	Policy Manual
Section	3000 Professional Staff
Title	ASSIGNMENT AND TRANSFER
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3130 - **ASSIGNMENT AND TRANSFER**

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements, State certification requirements, and Federal requirements. The Superintendent shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified or, if applicable, that the professional staff member is otherwise qualified to teach as allowed by law.

Decisions about placement, under Revised School Code Section 1249, will be made as stated below.

Placement of Classroom Teachers. The Superintendent or designee decides placement decisions, when a vacancy exists, and when a posting is made. Consistent with Revised School Code Section 1248, classroom teacher placement decisions will be made by the Superintendent or designee in their discretion based on the following clear and transparent factors:

A. Staffing the curriculum with the most effective and qualified Teachers to instruct the applicable courses, grades, and school schedule.

B. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.

C. Classroom Teacher placement decisions must be made based on effectiveness criteria established in Revised School Code Section 1249.

D. Classroom Teachers must be qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including the following items:

    1. Previous Effectiveness ratings, including each domain of the evaluation tool

    2. The teacher's disciplinary record

    3. The teacher's attendance record

    4. Relevant special training. This factor may be based on completion of relevant training, other than the professional development or continuing education, which is required by the employer or by State law, and the

integration of that training into instruction in a meaningful way

5. The teacher's length of service in a grade level or service area

E. Length of service may be considered as a tiebreaker if a Classroom Teacher placement decision involves two (2) or more teachers and all other factors distinguishing the teachers from each other are equal.

F. If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.

G. The Superintendent or designee has discretion to involuntarily transfer a teacher into a position for which they are certified or qualified for a reason that is not arbitrary or capricious.

H. Internal Postings. Teachers will be notified of new vacancies by: a. E-mail to their school e-mail address. b. Posting of the vacancy on the district webpage. Teachers will have until 3:00 pm on the fifth business day after the email notice and posting on the webpage to respond in writing or by email to the Associate Superintendent of their interest in the vacancy.

I. An IEA representative may request a meeting with the district to discuss implications, options, and factors considered on a given hire.

J. Decisions under this article shall only be grievable up to the IPS Superintendent level.

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