



Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	Active
Adopted	October 28, 2013

Authority

The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.

The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another or a move to a position requiring a certificate or credentials other than those required for the employee's present position.[\[1\]](#)[\[2\]](#)

Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant has already obtained an official child abuse clearance statement.[\[3\]](#)[\[4\]](#)

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit an official criminal history background check. Such applicants shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution.[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[\[7\]](#)

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Employees shall be informed of their assignments as early as possible preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

Legal

[1. 24 P.S. 508](#)

[2. 24 P.S. 510](#)

[3. 23 Pa. C.S.A. 6354](#)

[4. 23 Pa. C.S.A. 6355](#)

[5. 24 P.S. 111](#)

[6. 22 PA Code 8.2](#)

[7. 20 U.S.C. 6312](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

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