Title: **Assignment and Transer**
Code: 409
Book: Policy Manual
Section: 400 Professional Employees

The assignment and transfer of professional and temporary professional employees within the district shall be in accordance with the instructional needs of the district and these guidelines.

The Board shall approve the initial assignment of professional personnel at the time of employment and when such assignments involve a transfer from one building to another.

The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes both involuntary and voluntary transfers and in which vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to such positions will be considered.

The Superintendent shall, in considering any assignment or transfer, base a decision on:

- the need to balance various teaching skills among the schools;
- changing pupil population within the schools of the district;
- the impact on the educational program of the proposed assignment;
- the employee's background and preparation for the position;
- the employee's success in former positions;
- the employee's desire for professional growth;
- the employee's length of service in the district and in the position presently held;
- the employee's attitude toward change;
- the recommendation of the employee's administrative supervisors;

- the administrative and operational efficiency advanced by the proposed assignment.

Professional employees shall be informed of their assignments no later than July 1 preceding the school year in which such assignment shall be effective, except that staff members employed after that date shall be so informed as soon as practicable, and except that nothing in this policy shall prevent the reassignment of a professional staff member for good cause during the school year as determined by the Superintendent.

Negotiated collective bargaining agreements may supersede provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

Adopted: **October 21, 1981**
Last Revised: **January 17, 2023**
Last Reviewed: **January 17, 2023**