



Section PROFESSIONAL EMPLOYES
 Title ASSIGNMENT AND TRANSFER

LINE MOUNTAIN SCHOOL DISTRICT

Date Adopted September 26, 1979

Date Revised: June 26, 1984

Guide		Reference
	409. ASSIGNMENT AND TRANSFER	
1. <u>Purpose</u>	Assignment and transfer of professional employes and temporary professional employes within the district shall be in accordance with the instructional needs of the district and these guidelines.	1 2 3 4 5 6 7 8
2. <u>Authority</u>	The Superintendent shall approve all initial assignments of professional personnel at the time of employment and when realignment of staff and/or transfers are deemed beneficial.	9 10 11 12 13
3. <u>Delegation of Responsibility</u>	<p>The Superintendent shall provide for a system consistent with the above of assignment and reassignment that includes voluntary transfers. When realignment of staff requires a transfer, all certified staff who may be affected shall be made aware of the situation by proper publication, i.e., staff notes, posting, etc., before transfers are finalized so that interested parties will be given the opportunity to provide input concerning alternatives for realignment.</p> <p>When considering any assignment or transfer, the Superintendent shall base a decision on</p> <ul style="list-style-type: none"> the need to balance various teaching skills among schools, changing pupil population, the impact on the educational program, the employe's background and preparation for the position, the employe's success in former positions, the employe's attitude toward change, the employe's desire for professional growth, recommendations of the employe's administrative supervisors, and the administrative and operational efficiency advanced by the proposed assignment. 	14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44

Professional employes shall be informed of their assignments as soon as possible, but no later than August 1 preceding the school year in which such assignment shall be effective, except that staff members employed after that day 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.

Employes may not transfer duties from one position to another except that such transfers which are temporary and for good cause may be approved by the building Principal.

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

School Code

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