

PERSONNEL

5220

Assignments, Reassignments, Transfers

Definitions:

- Opening - a position that is approved to be filled
- Reassignment - a change of assignment within a school or worksite
- Transfer - a change of assignment to another school or worksite

All staff shall be subject to assignment, reassignment, and/or transfer of position and duties by the Board and/or Superintendent.

When openings occur in any school/worksite, the building administrator/supervisor, upon prior approval of the superintendent or designee, will have the option of either reassigning current permanent employees assigned to that school/worksite to the opening or have notice of the opening be given to current permanent employees not assigned to that school/worksite.

At the discretion of the superintendent/designee, a notice of an opening may simultaneously be made to both current employees and external candidates. Qualified permanent employees requesting reassignment or transfer shall be considered during the selection process.

Permanent employees who desire a reassignment or transfer shall indicate their interest by submitting to the superintendent/designee a letter of interest which shall include a brief summary of their qualifications.

Transfers and reassignments may be made upon the initiative of the superintendent or other administrative officer for reasons which, in the judgment of the superintendent, shall serve the best interest of the district.

Certified Staff

For certificated employees, no employee shall be transferred to a principal's school or newly hired with an assignment to a principal's school without the additional approval of the building's principal, unless a transfer is being made due to shifting student population levels. In a situation where a reassignment and/or transfer is being made due to shifting student population levels, the principal shall be provided with a choice of at least two (2) individuals to be transferred for each position to be filled, unless there is only one (1) individual whose certificates or endorsements qualify them for the position.

Nothing in this policy shall prevent the reassignment or transfer of a staff member during the school year.

Classified Staff

The right of assignment, reassignment and transfer shall remain that of the Board and/or Superintendent.

Legal Reference: I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-524 Principals to Determine New Staffing

Policy History:

Adopted on: March 12, 2012

Revised on:

Prior Board Policy 5.41 Certified Staff, *Assignment and Transfer*