

# **Administrative Guidelines**



# Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8000 Fax: (956) 548-8010

Revised 06/05/19

Dr. Sylvia Ann Reyna Hatton  
Interim Superintendent of Schools

## Administrative Guidelines – Reassignment of Teachers/Staff 2019-2020

Effective immediately, when reassignment due to enrollment shifts, staffing ratio changes, or programmatic needs require that a teacher(s) or staff member move from one campus to another, the following guidelines will generally apply:

- Before any moves are made, administration will seek volunteers.
  - Volunteers will be considered once all employees retiring and or resigning have been reviewed and accepted and removed from the campus position control.
  - A list of volunteers for the excess personnel list will begin on June 15, 2019.
- Excess personnel will remain at their campus until September, pending enrollment.
- Principal may fill Special Programs vacancies or opt to retain monies for student initiatives.
- Filling vacancies after staff is complete:
  - Excess list of personnel will be used to fill vacancies at all campuses.
- Teachers at campuses pending assignment:
  - Teachers not relocated/assigned must wait at their home campus until a new campus is assigned.
  - Teachers will serve as support personnel at their home campus without a classroom assignment.
- Any employee hired after December 1, will be considered first for the excess list.
- Employees that were moved 3 or more times will not be moved for the 2019-2020 School Year.
- A campus losing personnel will first consider not renewing a contract of a retired/rehired personnel.

\* ***For employees from closing campuses:***

*The first year all teachers will remain at the assigned school (Canales, Perez, Putegnat, Sharp). At the beginning of the 2020-2021 school year Administrative Guidelines for Reassignment of Teachers will be used.*

### I.

#### A. Seniority

1. Elementary Schools: Last in, first out, based on appropriate campus seniority. As of June 14, 2017, Elementary Schools are now following the same procedures as secondary schools. See item 2a below.
2. Secondary Schools: Last in, first out, based on **department** seniority with the following discretionary exceptions:
  - a. A principal may reassign a teacher or staff member with more campus/department seniority in place of a teacher or staff member with lesser campus/department seniority who holds a dual assignment for the **CURRENT** school year regardless of funding source. A dual assignment includes but is not limited to such supplemental duties as department head, coach, band director, or UIL sponsor. By definition, supplemental duty

***BISD, an equal opportunity employer, does not discriminate on basis of race, color, national origin, gender, religion, age or disability in employment or provision of services, programs or activities.***

is any position filled by a teacher resulting in compensation under the supplemental duty salary schedule in the compensation plan. Principals recommend dual assignment teachers.

- B. A teacher that holds a composite certificate or multiple certifications has precedence over teachers that do not.
- C. Teachers who resigned their coaching position for the upcoming school year, or did not coach during the current school year, are subject to reassignment, not necessarily at their campus, according to their certification. Recommendation for these moves will come from the Athletic Coordinator and Principal. For example, if a P.E. teacher at a High School or Middle School does not want to continue coaching, he/she will be assigned to a campus that has no coaching responsibilities.

## II. Special Education

Should there be movement within the Special Education units, the following will apply: Special Education Units are divided into four categories-

- Life Skills
- Behavior Intervention - BI
- PPCD
- Structure for Life - SFL

In the event that a specialized unit (Life Skills, BI, PPCD, or SFL) is moving from one school to another, the teacher(s) and staff in that designated unit will be moved on the basis of last in, first out to that designated category.

If the campus elects to absorb a special education teacher in another campus vacancy for which the displaced teacher is certified and meets NCLB standards, the principal may do so as long as he/she does not exceed the allotted number of special education or regular education teacher units assigned to the campus. The same criteria will apply for the movement of special education paraprofessionals.

In the case of Content Mastery, Inclusion, and Resource teachers, Guidelines IA – IC will be followed.

## III. In cases of equal campus/department seniority, the following will be used to determine last in, first out in the order below:

Continuous seniority in the district;

A. Total years in the district; and finally

B. Total years of teaching experience.

C. Dual Assignment

## IV. A Principal shall contact the Human Resources Department prior to moving teachers and/or staff to another position. A Principal shall ensure that teachers possess the required certification; and pay grade requirements, as in the case of classified personnel. A Personnel Requisition (PR) must be fully processed and an Authority to Report to Work (ATRTW) letter must be received by an employee before the new assignment begins.

## V. The Human Resources/Position Control in coordination with the Departments of Special Education, State Compensatory and Federal Programs, CATE, and other funding programs will confirm, validate, and approve the staff that will be reassigned. This information will be provided in writing to the Principal/AA.

***BISD, an equal opportunity employer, does not discriminate on basis of race, color, national origin, gender, religion, age or disability in employment or provision of services, programs or activities.***

VI. The Superintendent or designee (DK Local) has final authority to assign and reassign. The principal may appeal to the Superintendent or designee for a waiver of guidelines to address extraordinary circumstances such as, but not limited to, disability accommodations.

**The Human Resources Department will address Certified and Classified full time equivalents (FTE) resulting from increases or decreases of student enrollment in a campus using the following documents and/or reports:**

- 1. Employee Compensation Plan (Staffing Guidelines) approved by the Board of Trustees**
- 2. Current Position Control report**
- 3. Current Campus Enrollment Roster**
- 4. PEIMS Enrollment Report and Master Schedule**
- 5. Payroll Report**

Human Resources Administrator:

---

Acknowledgement of Receipt:

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_