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Independent School District #118 Policy 434

434 NON-LICENSED PERSONNEL ASSIGNMENT

Assignments of members of the non-licensed staff shall be made by the supervising administrator in the best interests of the district. Such assignments may be either permanent or temporary.

The preference of employees shall be taken into consideration in making assignments. Employees may request a transfer of assignment from job to job, or one unit or division to another division which will be granted when to the advantage of the district and the individual.

Within a given school, a building administrator may assign members of the non-licensed personnel to tasks appropriate to their positions and qualifications.