

## **INSTRUCTIONAL STAFF ASSIGNMENTS AND TRANSFERS**

Instructional personnel will be assigned on the basis of their qualifications and the needs of the school district.

The assignment and transfer of instructional staff personnel to positions in other schools of the district or within their assigned school will be made by the superintendent giving consideration to, but not limited to, the following criteria:

1. the contribution that the instructional staff person would make to students in the new assignment;
2. the qualifications of the instructional staff person as compared to those of other candidates for the position to be filled;
3. the opportunity for professional growth;
4. the desire of the instructional staff person regarding the new assignment;
5. the length of service in the school district;
6. the availability of a qualified replacement for the position vacated by the transferring instructional staff person.

In the event that circumstances warrant reassignment of instructional responsibilities, consultation with the instructional staff affected will be made by the building principal or the superintendent prior to the second Monday in June. Such reassignment shall be made only to facilitate the best possible educational process for the benefit of the children involved. In the event that the instructional staff person could not agree to the reassignment, release from his/her contract may be requested and would be granted without penalty.

Any instructional staff person who desires a transfer in assignment should request such a transfer in writing to the superintendent with a copy to the principal/director. Every effort will be made to honor this request.

If a change of assignment is deemed necessary by the board, then the new assignment will be as nearly similar to the desired assignment as possible. The individual's contract will stipulate the area of certification for which the instructional staff person is employed.

ADOPTED: April 18, 1983  
REVISED: March 14, 1994  
REVIEWED: August 24, 2015

