

**PROFESSIONAL PERSONNEL PLACEMENT, ASSIGNMENT AND TRANSFER**

The Centennial School Board recognizes that the educational needs of students are best served by staffing practices that provide for the maximum utilization of the training, competencies and interests of professional staff and shall consider these factors when placing, assigning, or transferring employees.

The Superintendent is responsible for the implementation of this policy.

**Policy: 2.2**

Adopted: ..... 09/26/78

Amended: ..... 01/08/80

..... 02/11/92

..... 01/11/94

..... 01/27/98

..... 02/12/02

..... 03/25/08

..... 01/27/09

..... 04/13/10

PROFESSIONAL PERSONNEL PLACEMENT, ASSIGNMENT AND TRANSFER

I. Definitions

- A. Placement is the building location of the professional staff members.
- B. Transfer is:
  - 1. change of school placement and/or
  - 2. change in certificated assignment
- C. Voluntary Transfer is a transfer requested by the professional staff member.
- D. Involuntary Transfer is a transfer implemented by administration due to declining enrollment, reorganization, school closing, program reduction, or program termination.
- E. Certificated Assignment refers to subject and level to be taught during the school year.
- F. Reassignment refers to a change in grade level or teaching responsibility in the area of certification to which the teacher is assigned within the building.
- G. Seniority is based on District experience only. Grade level and/or building seniority have no standing in the placement, assignment, or transfer of the professional employee.
- H. Reduction in Force (RIF) is a suspension or termination of employment.

II. Placement:

- A. The Superintendent shall review annually:
  - 1. District staffing needs
  - 2. requests for transfers
  - 3. requests for all leaves of absence and status of approved leaves
  - 4. retirements and resignations
  - 5. status of staff eligible for recall
- B. When considering building placements the Superintendent shall consider the following:
  - 1. present needs of the School District
  - 2. certification of the staff member
  - 3. benefit to the students
  - 4. special abilities, experience, or training of the staff member
  - 5. interest of the staff member
- C. The Superintendent of Schools shall be responsible for the placement of newly appointed professional staff.

- D. The Superintendent shall assign teachers returning from sabbatical leave to their previous placements, but not necessarily to their previous assignments. However, in the event of a first semester sabbatical return, a teacher may be placed at a building other than his/her previous building with return to previous building effective in September of the following school year.
- E. The placement of teachers recalled from the RIF list is at the discretion of the Superintendent.

### III. Assignments

- A. When making assignments, the building principal shall consider the following:
  - 1. needs of the school
  - 2. benefit to students
  - 3. special abilities, experience, and/or training of the staff member
  - 4. interest of the staff member
- B. Specific teaching assignments and reassignments are at the discretion of the building principal and are not determined by seniority.
- C. The assignments of teachers returning from sabbatical are at the discretion of the building principal.
- D. Effective with the first student day, if a vacancy occurs, the opening must be filled by a newly hired teacher and not by a teacher with an existing assignment (exceptions may be made for program cutbacks affecting the teacher requesting the change and in the case of a change in status, e.g. halftime to fulltime, substitute to contract). Consideration may be given to a teacher with an existing assignment. The decision shall be based on the best interest of the students and effective operation of the building.
- E. It is recognized that staff members need time to prepare for a new assignment. Therefore, whenever possible, all staff members will be notified at least 30 days prior to a change in assignment.

### IV. Transfers

- A. Voluntary Transfer:
  - 1. Teacher requests for transfer for the following school year shall be submitted between January 1 and February 28 by email to the designated administrator with a cc to the principal. The email should include a Read Receipt to ensure the sender has confirmation that the email was received and opened.

2. Teachers who wish to rescind their request for a transfer must do so by the close of business on March 15 by email to the designated administrator with a cc to the principal. The email should include a Read Receipt to ensure the sender has confirmation that the email was received and opened.
  3. Teachers shall be considered for transfer to vacancies for which they have applied and for which they have certifications in place by May 15.
  4. Teacher transfer requests shall be honored only for vacancies which exist as of the close of business on May 15.
  5. If two or more teachers make a transfer request for which there is only one vacancy, and all other factors are equal, the candidate having the most seniority shall be transferred.
  6. When considering a transfer to a position that can be filled by the recall of a suspended teacher, the recall shall prevail.
  7. The Administration will make all efforts possible to have scheduling completed by May 15<sup>th</sup> to determine vacancies.
- B. Involuntary Transfers:
1. Involuntary transfers shall be based on seniority except where a teacher with longer service has a unique talent or special training essential to the success of the educational program.
  2. Teachers involuntarily transferred to another school or to teach in another area of certification shall be notified of their new placement/assignment as per the date in the Collective Bargaining Agreement.
  3. Such placement/assignment shall be considered permanent.
    - a. If this teacher desires to return to his/her previous placement/assignment he/she must request a transfer as indicated in IV.A.
  3. Once the school year has begun for students, involuntary transfers necessitated by a reduction in the number of classes at a given grade level (elementary/middle school) or discipline shall be made according to seniority at that grade/discipline level.