

Teacher Transfers

1. Seniority:
 - a. Seniority will be determined by service to the system as a whole and not in an individual school.
 - b. A full year of service for seniority purposes will be granted in accordance with State Board for Educator Certification regulations.
 - c. A teacher reentering the school system following an official leave of absence maintains the system seniority held when the teacher left the system.
 - d. Teachers who resign from the District and accept other employment will lose all accumulated seniority rights under this transfer rule in the event of reemployment in the District. Part-time employees will have no seniority rights under this regulation.
2. Criteria for Transfer Considerations:

When considering applicants for transfer, the following criteria will be considered:

 - a. Special certification and the receiving principal's professional judgment of the applicant's expertise and experience in teaching a subject or grade level.
 - b. Goals of the local faculty staff recruitment plan.
 - c. District seniority.
 - d. Availability of a position that meets the best interest of the school and the District.
3. Voluntary Transfers:
 - a. Teacher transfers will be made without regard to age, creed, religion, sex, or marital status. Racial balance will be consistent with the faculty/staff recruitment plan.
 - b. Probationary teachers will not be considered for transfers except in extremely unusual situations or circumstances.
 - c. When a teacher has been granted a transfer, he or she will serve at least two years in the new assignment before becoming eligible to request another transfer. The principal may approve a request for a transfer after the teacher serves one year in the assignment.

- d. Teachers who desire to transfer to another school must file with the principal the completed application. The principal will forward the application to the department of human resources.
 - e. The filing of a request for transfer is without prejudice to the employee and will not jeopardize his or her present assignment. A request for transfer may be withdrawn by the employee at any time unless a commitment for replacement has been made by the department of human resources.
4. Granting of Requests:
- Transfers may be made during the school year due to unusual circumstances and the best interest of the District and will be made from the list of applicants available on the date the assignment is made.
5. Involuntary Transfers:
- a. When a grade level or department has a surplus of teachers and an involuntary transfer is necessary, all other factors being equal, the least amount of service in the District will be the factor in determining which teacher is to be considered for transfer.
 - b. A teacher transferred during the school year will be notified by the immediate supervisor that he/she has at least three teaching days to move to the new assignment.

Assignment for Professional Staff

Professional staff members are assigned according to the following procedures:

- 1. Each teacher who accepts a contract with the District will be subject to a building assignment by the Superintendent through the department of human resources.
- 2. The teaching assignments of teachers within the building will be the responsibility of the principal, subject to review by the executive director of human resources, the chief academic officer, and the Superintendent. Teaching assignments must be in areas for which the teacher is qualified by the State Board for Educator Certification requirements. It is the responsibility of the principal and teacher to check with the department of human resources in case there is any doubt about qualifications for a specific assignment.

Transfers for Professional Staff

Transfers of professional personnel are handled according to the following procedures:

1. Transfers of instructional and administrative personnel are made by the executive director of human resources and the Superintendent whenever the best interests of the schools are served by such transfers. In general, such changes in assignment are for:
 - a. Adjustment of the building load.
 - b. The professional development of the individual staff member.
 - c. Improvement of the teaching situation.
 - d. Assisting the teacher with an unusual hardship situation.
2. A transfer request originated by a teacher still on probationary status is not given consideration except in unusual circumstances.
3. The initiation of a transfer may be made by the teacher, the principal, the executive director of human resources, or the Superintendent. A transfer request originating with the teacher or the principal must be made in writing and filed with the director of human resources.
4. A teacher must meet the prerequisites for the position to which the transfer is requested before favorable consideration may be given to the request.
5. Before any transfer or reassignment is made, the teacher and/or administrator involved are consulted.
6. In the staffing of new buildings, individual requests for transfer are considered in so far as possible. It is necessary, however, that an equal distribution of strength and experience be maintained among all schools, new and old. Decisions concerning such distribution will be made by the executive director of human resources in consultation with the chief academic officer and the principals involved.