

## Jerome Joint School District No. 261

### PERSONNEL

5220

#### Assignments, Reassignments, Transfers

##### Certified Staff

All staff shall be subject to assignment, reassignment and/or transfer of position and duties by the Board and/or Superintendent, supervisor, and/or other administrative staff member. Teachers shall be assigned at the levels and in the subjects for which their certificates are endorsed, except in accordance with the regulations of the State Board of Education and for good cause shown. Nothing in this policy shall prevent the reassignment of a staff member during the school year. Changes in assignment may also be made at the request of an employee. Assignment shall be based upon the qualifications of the candidate and the philosophy and needs of the District.

If a change of assignment was not requested by the employee, he or she should be consulted and have an opportunity to express his or her preferences. However, the final decision on transfer or alteration of any assignment rests with the Board of Trustees.

Teachers shall be assigned at the levels and in the subjects for which their certificates are endorsed that are appropriate and allowable for the certificates and endorsements they hold. The Superintendent shall provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions consistent with this policy and State law. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

Teachers who desire a transfer to another teaching position within their building or another building will make written application, using the district on-line application process available to all building principals. Requests will remain in effect until canceled by the teacher or until the next school year begins.

Certified staff may be transferred upon the recommendation of the Superintendent or his designee from one position or grade level to another if the transfer is within the area of the staff member's academic preparation and certification. The board and administrators recognize that adjustment may be difficult. Therefore, administrative transfers will not be finalized without administrative study, deliberation and discussion with the teacher.

When the Board reassigns an administrative employee to a non-administrative position, the employee shall be entitled to an informal review as described in Policy 5107.

##### Classified Staff

The right of assignment, reassignment and transfer shall remain that of the Board and/or Superintendent. Written notice of a reassignment or involuntary transfer shall be given the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent.

##### Teaching

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year, recognizing that such placement could change subsequent to this initial notice including during the course of the school year.

All personnel are employees of the district but are assigned to various schools. Employees may request transfer from one assignment to another or from one school to another. It is understood that such requests do not necessarily indicate dissatisfaction in a particular school, nor does a transfer request guarantee that any request will be granted.

Any employee desiring to initiate a transfer from their current position to a new position must complete a transfer request form available on the district employment website. The requests will be retained in a transfer request file for one full year beginning in September and continuing through August.

When a vacancy occurs, an announcement will be posted on the district employment website. Selection for positions will be based on:

1. The needs and efficient operation of the district.
2. The qualifications including the experience and recent training of the employee compared to those of other candidates for both the positions to be filled and the positions to be vacated.
3. Recommendations of the administrator to whom the employee is currently responsible and the administrator where the vacancy exists.
4. The length and quality of service by the employee for the district.

Legal Reference	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts

### Policy History:

Adopted on: 03/25/2008  
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