

ASSIGNMENT AND TRANSFER

Dates (Adopted/Revised)	Guide Words
Adopted August, 1973 Revised July, 1976 Revised October, 1979 Revised May, 1983 Revised April, 1987 Revised April, 1988 Revised July, 1988 Revised December, 2004 Revised June, 2006	Assignment Exchange Transfer

ASSIGNMENT OF PERSONNEL

Except in accordance with the regulations of the State Board of Education and for good cause shown, certificated personnel will not be assigned outside the area of their academic preparation and certification.

Whenever emergencies occur that do not allow adequate lead-time, a teacher will be given assistance in transporting his/her educational material upon request. If the teacher or principal feels a visit to similar programs or schools would assist in preparation for the new assignment, professional leave will be granted to allow time for such a visit and/or planning.

TRANSFERS

Adjustment transfers and personnel shifts are periodically made necessary by increase or decrease in the enrollment of grades, classes, schools, or organizational levels, and by vacancies, which may exist.

1. Involuntary transfers and reassignments

The Board and Administration recognize that adjustment difficulties may arise when involuntary transfers occur. Therefore, involuntary transfers will not be initiated without administrative study and deliberation. Certificated personnel may be transferred upon recommendation of the Superintendent or his/her designee from one school position or grade level to another if such transfer is within the area of the person's academic preparation and certification.

2. Voluntary transfers and reassignments

Personal adjustment transfers are made when a more satisfactory assignment appears both desirable and possible. Certificated personnel who desire a transfer to another teaching position within their building shall make written application to the building principal.

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Certified personnel who desire a transfer to another building shall submit a request through the district's website. Only personnel who qualify for the open position will be given interviews with principals or supervisors. It will be the employee's responsibility to then contact the principal or supervisor for an interview. A request for transfer is valid only for the position requested and will expire once that particular opening has been cancelled or filled. Transfer requests can be submitted or cancelled by the employee up to, and including, the closing date of each posted position. Voluntary transfers will not be made after August 1 of each year.

When a vacancy occurs after August 1, teachers who desire a transfer will be given an opportunity to interview for the position the following spring. The position will be filled temporarily with a one-year, Category 1 contract as allowed by Idaho Code.

A list of all current vacancies by school, grade level and/or subject matter, shall be posted on the district's website for a period of not less than one (1) week. It is the intent to have the employee who desires a transfer be responsible to periodically check the district's website for current openings.

PRIORITIES

Assignment and transfer of certificated personnel will be made after consultation with the principals involved and careful consideration of the following in this order of priority:

1. Certification
2. Qualifications for the position

In determining qualifications for the position, the Superintendent or his/her designee will consider the following criteria:

1. Program needs of the District
2. Program needs in the individual school
3. Balance of staff
4. Extracurricular requirements
5. Success in previous assignments.

NOTIFICATION

Notification to all applicants will be provided by the appropriate administrator after approval by the Director of Human Resources.