

## **Transfer Policy / Regulation Policy**

The ultimate goal of all assignments and transfers of District personnel shall be the improvement of the educational program. The needs of the District shall receive primary consideration in assigning or transferring certified teachers.

Assignment and transfer of personnel shall be at the discretion of the Superintendent. In addition to the educational requirements of the District, the superintendent may also consider other factors.

### **Teaching Vacancy Announcements**

The Superintendent will direct openings posted on a weekly basis, depending on the circumstances and what posting will be most advantageous for the district. Approved position postings will appear initially on the district web-site and be posted in all school locations allowing transfers within the district. Following consideration of transfers, vacancies will be posted in additional sites, i.e., the local news-media, in school locations, and other appropriate job search web-sites.

Teachers currently employed by the district shall receive priority in filling advertised positions provided they have requested a transfer following the procedures as set in this regulation. Priority will be viewed as receiving first opportunity in the process of filling the vacancy. In the event a vacancy occurs during the course of the school year, it shall be filled temporarily for the remainder of the year without regard to district employees. The position will be reviewed for need and if so needed the position will be filled permanently before the beginning of the next school year, allowing for transfer requests to be considered.

### **Teacher Initiated Transfer**

Any transfer of a District certified teacher, shall be at the sole discretion of the superintendent, with the approval of the Board. In making such a decision, the superintendent shall give utmost consideration to the educational requirements and well-being of the children of the district. Other factors to be considered are:

1. Principal recommendations
2. Teacher's competency and preference for the vacant position.
3. Teacher's educational qualifications and experience in the area.
4. Responsibilities and relative difficulty of the position.
5. The balance of educational experience in each school.
6. Teacher's seniority in the District.
7. Prior evaluations related to the transfer request.
8. Academic qualifications shall receive priority over extra-duty assignments.

Requests for transfer by continuing contract teachers shall be submitted to the superintendent, but not prior to December 1<sup>st</sup> of the school year, and shall specify not more than two school(s). The request must be accompanied by proof of certification required for the position and an updated professional resume. The Superintendent will make recommendation(s) to the Board

to fill existing position(s) with continuing contract teachers who have requested transfers prior to hiring new personnel. The Superintendent may use and collect information on the teacher requesting the transfer including information above and beyond the listed informational items as indicated in this regulation. Continuing teacher transfers recommendation(s) will be presented at the May or June Board meeting. Requests for transfer received after June 1st shall not be accepted. It is understood that a goal is for all buildings to have their staffing completed by June 30 of each year regarding transferred employees. The transfer list for the current year shall cease to be in effect after June 30, and vacancies shall be filled with individuals who are not currently employed in the district.

An initial contract teacher shall be eligible for transfer only at the discretion of the superintendent with approval of the Board. Initial contract teachers will follow the same procedure for transfer as continuing contract teachers.

#### Administration Initiated Transfer

The Superintendent, with approval of the Board, may transfer any teacher that is qualified to fill a position of district need from one position to another within the District. The District shall not discriminate in the assignment or transfer of a teacher on the basis of gender, race, creed, nationality, religion, disability, or membership or non-membership in any group or organization.

The District shall not discriminate in the assignment or transfer of a teacher or district classified employee on the basis of gender, race, creed, nationality, religion, disability, or membership or non-membership in any group or organization.

#### Possible Definitions for Priority:

The state of quality of being earlier in time or occurrence.

Something given special or prior attention.

The right to proceed before another.

To be done first or needs more attention than anything else.

Something given or meriting attention before competing alternatives.

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