

# CENTRAL FULTON SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: February 12, 2002

REVISED:

409. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer within the district of professional employees shall be in accordance with the instructional and operational needs of the district.
2. Authority	The Board shall approve the initial assignment of professional personnel at the time of employment and when such assignments involve a transfer from one building to another, involve a move to a position requiring a certificate other than that required for the employee's present position.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base a decision on:</p> <ol style="list-style-type: none"><li>1. Impact of proposed assignment on the educational program.</li><li>2. Employee's background, experience and preparation for the position.</li><li>3. Employee's success in former positions.</li><li>4. Employee's length of service in the district and in the position presently held.</li><li>5. Recommendations of the employee's administrative supervisors.</li><li>6. Administrative and operational efficiency advanced by the proposed assignment.</li></ol> <p>Teaching assignments shall be made by the elementary and secondary principals after consultation with the Superintendent.</p>
4. Guidelines 23 Pa. C.S.A. 6301	Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.

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<p>PA Statute 23 Pa. C.S.A. 6301</p>	<p>If a vacancy occurs at the end of the school year in the district, teachers whose area of certification or other qualifications qualify them for that vacant position, shall be notified via the bulletin board, or a list of vacancies sent with summer paychecks.</p> <p>Present employees shall be given the opportunity to apply for that position. Preference in making such assignments shall be given to teachers regularly employed in the district according to qualifications. Seniority will be given consideration. The selection of the persons to fill the vacancy, however, shall be within the Board's sole discretion whose decision shall be final and binding.</p> <p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p> <p>Requests by a professional employee for transfer to a different position shall be made in writing to the Superintendent. This request should contain the reasons for the request and the qualifications for the position requested. The administration and the Board shall act upon such requests within eighty (80) days.</p> <p>Professional employees shall be informed of their assignments no later than August 1 preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of a professional staff member during the school year for good cause, as determined by the Superintendent.</p> <p>Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.</p>
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