

## AR GCK-R Assignment and Transfer of Instructional Staff

Issued ~~8/25/98~~ 00/21

### Assignment

The superintendent shall consider the following factors in making decisions ~~in making of~~ assignment and transfer of instructional staff.

- first, in accordance with the needs of the district and its students
- second, where the administration believes the employee is most qualified to serve
- third, the expressed preference of the employee

The decision to transfer or reassign may be based on a number of factors such as expected enrollment versus actual enrollment and other district needs.

### Transfer

The transfer of a teacher from one school to another may be initiated by the teacher, the principal of the current school or by the superintendent. ~~in~~ the case of transfers initiated by the teacher and with all other considerations regarding assignment being equal, the administration shall grant employee preferences for transfer in the district subject to the approval of the principals involved and in accordance with this administrative rule.

### Voluntary transfer

The person who wants a transfer for the next academic year may discuss his/her desire with his/her principal (if in a school) or with his/her immediate supervisor/director (if in a district office). This is not mandatory and a request can still be made even if the employee chooses not to discuss the matter with a supervisor.

The employee must complete the designated transfer form and submit it no later than February 15, stating the reason for the request and giving the name of the school or position to which the transfer is desired.

Upon receipt of the request, the superintendent or his/her designee shall publish a timeframe for persons requesting transfers to meet with the principals(s)/supervisors(s) of the school(s) to which the transfer is requested. The granting of interviews shall be based on the existence of a vacancy for which the employee is qualified.

Based upon the recommendation of the two principals (and/or the other immediate supervisors involved), the superintendent or his/her designee shall give written notice to the person requesting a transfer that the request has either been approved or disapproved. The staff member must be recommended by the principal/director of the school/department to which he/she desires a transfer. A list of anticipated vacancies shall be published listing all vacancies.

After ~~July 15~~ June 1 of each year, the district will grant voluntary transfers only if the sending principal agrees that the school shall be able to secure an adequate replacement and the program shall not be adversely affected.

### Involuntary transfers

If in the opinion of the superintendent, an involuntary transfer would be in the best interest of the district, the district will use the following procedures:

- ~~The superintendent or his/her designee shall discuss the need for the transfer with the current principal or with the current immediate supervisor.~~
- ~~The superintendent or his/her designee shall have a conference with the principal of the school or department to which a transfer is being contemplated.~~
- ~~The superintendent or his/her designee shall then talk with the person to be transferred, giving reasons why the transfer is being made. Refusal to transfer may result in loss of employment.~~

The administration shall not use transfers as a disciplinary action.

Any improvement plans in force at the time of the transfer shall remain in force at the new assignment.

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Attempts shall be made to ensure that all involuntary transfers are completed prior to April ~~45~~ 30.

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**Richland County School District One**