

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: ASSIGNMENT AND
TRANSFER

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

409. ASSIGNMENT AND TRANSFER	
1. Purpose	<p>The assignment and transfer of professional and temporary professional employees within the district shall be in accordance with the instructional needs of the district and these guidelines.</p>
2. Authority	<p>The Board shall approve the initial assignment of professional personnel at the time of employment.</p>
3. Delegation of Responsibility	<p>The Superintendent shall provide for a system consistent with the above of assignment or re-assignment that includes voluntary transfers and in which:</p> <ol style="list-style-type: none">1. Vacancies shall be publicized to all appropriate employees.2. Before new employees are sought, requests for transfer to such positions will be considered. <p>The Superintendent shall, in considering any assignment or transfer, base a decision on:</p> <ul style="list-style-type: none">the need to balance various teaching skills among the schools;changing pupil population within the schools of the district;the impact on the educational program of the proposed assignment;the employee's background and preparation for the position;the employee's length of service in the district and in the position presently held; andthe administrative and operational efficiency advanced by the proposed assignment. <p>To the effect it is able, the District shall inform professional employees of their assignments no later than the last day of the preceding school year in which</p>

<p>School Code 511, 522, 1168, 1177</p>	<p>such assignment shall be effective except that staff members employed after that date shall be so informed as soon as practicable and except that nothing in this policy shall prevent the re-assignment of a professional staff member for good cause during the school year 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>
---	---