

Professional Staff Assignments and Transfers

Definitions:

- Assignment ----- The initial job assignment of a **licensed** employee when hired by the district.
- Reassignment --- The moving of a **licensed** employee from one job assignment to another (discipline to discipline, grade level to grade level, classroom to non-classroom assignment.)
- Transfer ----- The moving of a **licensed** employee from one campus to another (Marsh/**Bill Metz** or elementary to secondary.)

It is the policy of the Board of Education that each **licensed** staff position in the school district be filled with the most highly qualified and capable person to carry out the duties of the position. Therefore, it shall be the responsibility of the administration to assign **licensed** staff members in such a manner as to best carry out the educational program of the school district.

The superintendent shall recommend assignment of **licensed** staff based upon the principal's recommendation on reassignments or transfers of staff members. All assignments shall be approved by the Board.

Licensed staff shall be assigned within the scope of their current Colorado Teaching **License**, their major or minor fields of study, or in areas in which they have strong background experiences.

Licensed employees of Monte Vista Schools may request reassignment or transfer at any time by submitting a written request to their building principal with a copy to the superintendent. Any employee who wishes to be considered for any position for which he/she meets the requirements will be granted an interview.

Whenever the administration is considering the possibility of reassignment or transfer of a **licensed** employee, that employee shall be involved in a conference with the building principal(s) involved, if available, and the superintendent before a final decision is reached.

Any **licensed** employee who is presently on staff or approved leave who is to be reassigned or transferred shall be notified of the valid and sufficient educational reasons for such reassignment or transfer in writing. Such written notice shall be given as early as possible before the reassignment or transfer is to take effect in order to allow the employee as much preparation time as possible for the new assignment. Where possible, the effective date of transfers approved during the school year will be at the beginning of the next contract year.

If a **licensed** employee who is presently on staff or approved leave has not been notified in writing by May 15 that the administration is considering a reassignment or transfer, that employee may assume that, excepting unforeseen circumstances, the administration is planning to retain that employee in his present assignment for the next school year.

No **licensed** employee shall be assigned or reassigned to a position outside the scope of their Colorado Teaching **License** or major or minor areas of preparation unless such employee requests such assignment or reassignment, stating their background and experience for the position in writing and all legal requirements are met.

Adopted: 12/08/88

Revised: 04/28/03

LEGAL REFS.: C.R.S. 22-32-126
C.R.S. 22-63-114
C.R.S. 22-32-126 (3)
C.R.S. 22-63-206