

District Code:

**CERTIFICATED STAFF ASSIGNMENT
ADMINISTRATIVE TRANSFER OF CERTIFICATED PERSONNEL
AND PROFESSIONAL ADVANCEMENT**

In order to provide adequate time to prepare for the next school year, current employees should be notified of their assignments for the next school year prior to the end of the current school year. If it subsequently becomes necessary for the administration to change such assignment, due to schedule change, enrollments, etc., every effort will be made to notify the employee(s) prior to August 15th. Every effort will be made to make all adjustments within the first two (2) weeks of the school year when necessitated by student needs. For high school staff, every effort will be made to make all adjustments within the first two (2) weeks of each semester. Assignments for new employees will be made by the superintendent of schools. All transfers, assignments, and reassignments are subject to approval of the Superintendent of Schools.

I. ADMINISTRATIVE TRANSFERS OF CERTIFICATED PERSONNEL:

- A. Individual classroom staff transfer necessitated by loss of funds or insufficient enrollments or class cancellations within a school.

When it becomes necessary to eliminate a staff position within a school, the following process shall occur in determining staff placement:

- Step 1. If the need for a transfer in the forthcoming school year occurs during the school year, the principal will call a meeting to inform the staff of the need for the transfer.

At the staff meeting, the principal will provide a copy of the transfer procedure (GCI-R) and ask all qualified individuals at the affected grade level/subject area who are interested in transferring to an opening in another building to indicate, in writing, a request to transfer as a volunteer.

If the volunteer's transfer request is granted, staff placement is resolved. If there are no volunteers or if the transfer is not approved, then Step 2 shall occur in determining the affected teacher(s) and staff placement.

- Step 2. The principal will ask all qualified individuals in the school interested in transferring to an opening in another building to indicate, in writing, a request to transfer as a volunteer.

If the volunteer's transfer request is granted, staff placement is resolved. If there are no volunteers or if the transfer is not approved, or if the need to administratively transfer a staff member occurs between the end of one school year and the beginning of the next school year, then Step 3 shall occur in determining the affected teacher(s) and staff placement.

- Step 3. In order to determine the affected teacher(s), all the teachers in the building with satisfactory teaching evaluations will be placed on a rank order list. The placement on this list will be determined according to total points assigned each employee using the following formula:

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1 point for each full contract year in the district

.5 point for each year in the district that is less than a full contract year

A total of 1 point for having more than one valid and current endorsement on your teaching certificate.

In the event that a tie in point totals results for two or more employees, placement on the rank order list for these individuals will be determined by their current placement in channels on the salary schedule. The ranking will be in order from highest to lowest channel placement. In the event a tie(s) continues to exist, rank order placement will occur according to total years of teaching experience. In the event a tie(s) continues to exist, rank order placement will occur according to a lottery drawing. The names will be placed on the list in the order they are drawn.

The end result will be that the employee(s) with the lowest number of points in the building who have a valid certificate and whose teaching experience within the past five (5) years (not including summer school experience) matches a current vacancy will be transferred.

If more than one employee within a building must be transferred, the sequence of transfers will be as follows: The affected employees will be transferred in total point order beginning with the employee with the highest point total.

The affected employee will be notified of all current vacancies by the Assistant Superintendent for Human Resources. The employee may submit a request to the Assistant Superintendent for Human Resources to be considered for transfer to any of the vacancies for which he/she is qualified.

The Assistant Superintendent for Human Resources will arrange an interview for the employee with the principal at the school where the vacancy exists. Following the interview and selection process, the Assistant Superintendent for Human Resources will notify the employee, in writing, of approval or denial of the transfer request. If the transfer is denied, the employee shall be given a written reason for the denial.

All administrative transfers will be completed before teacher initiated transfers or selection of new staff members.

If an opening occurs prior to June 15 in the building where the transfer originated, the employee may return to the original building for assignment by the principal.

- Step 4. All administrative transfers of certificated personnel made according to the above procedures are subject to approval of the Superintendent of Schools.
- Step 5. The district reduction-in-force procedure, GCPA-R, will be used if positions do not exist for affected tenured teachers.

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B. Transfers necessitated by the elimination or reduction of coordinators, special service staff, educational programs, curriculum groups or school closings:

Step 1. The teachers/employees whose positions are being reduced or eliminated will be notified of all current vacancies by the Assistant Superintendent for Human Resources.

Step 2. In order to determine the sequence in which a group of affected employees would be transferred by the above procedure, all affected employees will be placed on a rank order list by building or position. The placement on this list will be determined according to total points assigned each employee using the following formula:

1 point for each full contract year in the district

.5 point for each year in the district that is less than a full contract year

A total of 1 point for having more than one valid and current endorsements on your teaching certificate.

The affected employee(s) will be transferred in total point order beginning with the employee with the highest point total.

Step 3. The affected employee will be notified of all current vacancies by the Assistant Superintendent for Human Resources. The employee may submit a request to the Assistant Superintendent for Human Resources to be considered for transfer to any of the vacancies for which he/she is qualified.

The Assistant Superintendent for Human Resources will arrange an interview for the employee with the principal at the school where the vacancy exists. Following the interview and selection process, the Assistant Superintendent for Human Resources will notify the employee, in writing, of approval or denial of the transfer request. If the transfer is denied, the employee shall be given a written reason for the denial. All administrative transfers will be completed before teacher-initiated transfers or selection of new staff.

Step 4. All administrative transfers of certificated personnel made according to the above procedures are subject to approval of the Superintendent of Schools.

Step 5. The district reduction-in-force procedure, GCPA-R, will be used if positions do not exist for affected tenured employees.

II. TEACHER INITIATED TRANSFER REQUESTS FOR PROFESSIONAL ADVANCEMENT/LATERAL TRANSFERS:

A. Teacher initiated transfer requests:

1. Employees may file requests for transfer at any time during the school year. Requests must be submitted prior to **March 1** for consideration for position vacancies which may occur for the beginning of the next school year. Employees submitting such requests may also apply for consideration at any time for posted vacancies. Transfer request forms should be submitted directly to the Assistant Superintendent for Human Resources.

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2. Teacher initiated transfer requests shall be valid only for the school year and position(s) indicated by the employee on the request form.
3. An employee who has submitted a teacher initiated transfer request will be contacted by the Assistant Superintendent for Human Resources when an appropriate vacancy occurs for which the employee is properly certified. An interview will be arranged with the appropriate administrator.
4. Following the interview and selection process, the administrator shall make a recommendation to the Assistant Superintendent for Human Resources. If an employee is selected for transfer, the Assistant Superintendent for Human Resources shall provide a recommendation to the Superintendent of Schools for final approval. The Assistant Superintendent for Human Resources will thereafter notify the selected employee. Each employee interviewed shall be advised, in writing, of the action taken as soon as possible. When a transfer is denied, the employee shall receive, in writing, the reason for denial.

B. Posting procedure:

1. All positions vacated during the school year shall be filled by a replacement instructor for the remainder of the current school year. Positions filled by a replacement instructor and to be filled for the forthcoming school year shall be posted after **February 1**.
2. All vacant and new positions for the forthcoming school year shall be posted after **February 1**.
3. During the last two (2) weeks of the school year, a list of all unfilled vacancies to date will be posted. A notice of any vacancy which arises during the summer recess will be provided to the PNEA President and to all employees who indicate interest by signing the appropriate form and returning it to the Human Resource Center.
4. Employees who wish to be considered for a posted vacancy shall submit to the Assistant Superintendent for Human Resources a transfer request form no later than the deadline indicated on the posted notice.
5. Consideration will be given to transfer requests by following the procedure in Section A-3 & 4 (Teacher-initiated Transfer Requests) above.

C. Transfer request on file at end of school year:

1. Requests on file with the Assistant Superintendent for Human Resources on the last day of the school year will be given consideration if an appropriate vacancy occurs for the beginning of the following school year.

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2. In order to be considered, employees must provide the Assistant Superintendent for Human Resources with a summer address and telephone number. An effort will be made to first notify the employee by telephone; if contact is not made, notice will be sent to the address on file. This notice shall contain a deadline for response from the employee if he/she desires to be considered for the available vacancy.
3. Consideration will be given to transfer requests by following the procedure in Section A-3 & 4 (Teacher-initiated Transfer Requests) above.

III. TEACHER-INITIATED TRANSFER REQUESTS WITHIN A BUILDING, CURRICULUM GROUP, OR SPECIAL SERVICES GROUP:

- A. An employee who desires a change in teaching assignment within his/her own building, curriculum group, or special services group should submit a written request for consideration to the building administrator or the appropriate supervisor.
- B. The building principals and supervisors shall maintain such requests for the duration of the school year during which the employee desires consideration unless the request is withdrawn. A copy of all such requests will be sent to the Assistant Superintendent for Human Resources.
- C. Whenever a vacancy occurs, the principal or supervisor shall consider any active transfer request submitted and shall request that the Human Resource Center inform him/her of any voluntary transfer request from an employee assigned to the building.
- D. The principal or supervisor will consider professional preparation, experience, certification, seniority and needs of students when determining the assignment of staff.
- E. The principal or supervisor will notify the Assistant Superintendent for Human Resources before assignments are made according to this procedure.

IV. MISCELLANEOUS PROVISIONS

- A. Employees transferred during a school year will be provided two (2) transition days in order to prepare for the new assignment.
- B. Administrative transfers of certificated personnel will be finalized before teacher-initiated transfer requests are considered.
- C. POSITIVE School

All full-time Pattonville teachers or counselors employed in the POSITIVE School during the 1998-99 school year who request a transfer to a posted position in the high school department in which they are currently employed shall have their request granted no later than the beginning of the following school year. Such a request shall be granted one time for each employee. Subsequent requests shall follow the same transfer procedure guidelines that apply to all Pattonville staff.

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Employees administratively transferred into the POSITIVE School who request a transfer to a position in the instructional level from which they were transferred shall have their request granted no later than the beginning of the following school year. Any transfer that is not teacher-initiated is considered to be an administrative transfer.

Neither of the above paragraphs applies to any new staff member hired to teach in the POSITIVE School beginning with the 1999-2000 school year. These staff members follow the same transfer procedure guidelines that apply to all Pattonville staff.

Adopted: April 4, 1985
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Revised: May 12, 1992
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