

# Tyrone Area School District

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED:

REVISED:

	<p style="text-align: center;">409. ASSIGNMENT AND TRANSFER</p> <p>1.Purpose The assignment and transfer of professional and temporary professional employes within the district shall be in accordance with the instructional needs of the district and these guidelines.</p> <p>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 or involve a move to a position requiring a certificate other than that required for the employe's present position.</p> <p>3.Delegation of Responsibility The Superintendent shall provide for a system of assignment or reassignment that includes voluntary transfers and in which vacancies shall be publicized to all appropriate employes. The Board agrees to fill vacancies from within its own teaching staff whenever possible. Whenever any teaching vacancy arises or is anticipated, the Superintendent shall promptly post notice of same for no less than two (2) weeks before the position is filled. Vacancies shall be filled on the basis of experience, competency, qualifications, letter of preference of the applicant, length of service in the district, and other relevant factors. Any new positions shall be posted with accompanying job descriptions, qualifications, and salaries. The selection of professional employes to fill any vacancy is the sole discretion of the Board, whose decision is final and binding.</p> <p>Before new employes are sought, requests for transfer to such positions will be considered. Requests by a professional employe for a transfer to a different class, building, or position shall be made in writing. The application shall set forth the reasons for transfer, the school, grade or position sought, and the applicant's academic qualifications. The Board and/or administration shall not unreasonably deny any such request. Final decision with regard to transfer is the sole discretion of the Board, whose decision is final and binding.</p> <p>No involuntary transfer of any professional employe shall be made by the Board or its agents without prior notice to the professional employe. Qualifications and length</p>
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<p>School Code 511, 522, 1168, 1177</p>	<p>of service shall be considered when transfers are made. The transfer of any professional employe to any position is the sole discretion of the Board, whose decision is final and binding.</p> <p>All teachers shall be given written notice of their schedules for the forthcoming year no later than August 1. In the event the administration changes such subject schedule, all teachers affected shall be notified in writing.</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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