

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: PROFESSIONAL EMPLOYEES

Title: ASSIGNMENT AND TRANSFER

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

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**409. ASSIGNMENT AND TRANSFER**

- .1 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.
- .2 The Board shall approve the initial assignment of professional personnel at the time of employment and when such assignments
  - .21 involve a transfer from one building to another
  - .22 involve a move to a position requiring a certificate other than required for the employee's present position.
- .3 The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes voluntary transfers and in which vacancies shall be publicized to all appropriate employees.
- .4 The Superintendent shall, in considering an assignment or transfer, base a decision on:
  - .41 the need to balance various teaching skills among the schools
  - .42 changing pupil population within the schools of the district
  - .43 the impact on the educational program of the proposed assignment
  - .44 the employee's experience and academic preparation for the position
  - .45 the employee's success in former positions
  - .46 the employee's desire for professional growth

- .47 the recommendations of the employee's administrative supervisors
  - .48 the administrative and operational efficiency advanced by the proposed assignment.
- .5 Professional employees shall be informed of their assignments no later than August 1 preceding the school year in which such assignment shall be effective. Assignment here refers to grade level/subject areas, not specific, daily teaching schedules.
- .51 Except that staff members employed after that date shall be so informed as soon as practicable.
  - .52 Except that nothing in this policy shall prevent the reassignment of a professional staff member for good cause during the school year as determined by the Superintendent.