



Section PROFESSIONAL EMPLOYES

Title ASSIGNMENT AND TRANSFER

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

409. ASSIGNMENT AND TRANSFER

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.

2. Authority

The Board shall delegate to the Superintendent the **initial** assignment of professional personnel at the time of employment and when such assignments involve a transfer from one building to another.

Teaching staff members may be assigned to the schools serving the attendance area in which such members reside.

3. Delegation of Responsibility

The Superintendent shall, in considering any assignment or transfer, base a decision on:

- 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 employe's success in former positions
- the recommendations of the employe's administrative supervisors
- the administrative and operational efficiency advanced by the proposed assignment.

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Professional employes shall be informed of their assignment hopefully by June 15, preceding the school year in which such assignment shall be effective except that staff members employed after that date shall be so informed as soon as practicable.

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.

The Superintendent will advise the District Board of Education of any proposed or concluded changes in assignment of professional personnel. Whenever feasible the Directors will receive this information prior to a change of assignment.

School Code

SC 511(c)
522, 1168
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