

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
TITLE: ASSIGNMENT AND TRANSFER
ADOPTED: October 14, 1991
REVISED:

409. ASSIGNMENT AND TRANSFER	
1. Purpose	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. 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 employee's present position.
3. Delegation of Responsibility	The Superintendent shall provide for a system of assignment or reassignment that includes voluntary transfers.
4. Guidelines	<p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to such positions will be considered.</p> <p>The wishes of the employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school district</p> <p>Professional employees shall be informed of their assignments no later than the last day of school preceding the school year in which such assignment shall be effective. 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.</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>
School Code 511, 522, 1168, 1177	