

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school system, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

The superintendent will post a tentative teaching design which will identify all professional staff teaching positions for the next school year and where expected vacancies exist. Teachers will have 15 days from the posting<sup>10</sup> notify the Superintendent of his/her intent in a voluntary transfer to one of the anticipated vacancies. All in house teachers who submit letters of intent will be interviewed.

CONTRACT REF.: Harvard Teachers' Contract

CROSS REFERENCE: Tentative Teaching  
Tentative Teaching Assignment

Adopted: March 10, 2014

Amended: February 12, 2015