

ST. MARYS AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND
TRANSFER

ADOPTED: November 8, 2010

REVISED:

309. ASSIGNMENT AND TRANSFER	
1. Authority	<p>The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.</p>
SC 508, 510	<p>The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</p>
23 Pa. C.S.A. Sec. 6354, 6355	<p>Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant has already obtained an official child abuse clearance statement.</p>
SC 111 Title 22 Sec. 8.2	<p>Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit an official criminal history background check.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.</p> <p>The Superintendent may, in considering any assignment or transfer, base the decision on:</p>
20 U.S.C. Sec. 6312	<ol style="list-style-type: none"> 1. Assurance that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers. 2. Need to balance specific certifications and skills among the schools. 3. Student population and grade levels within the district schools.

4. Impact of proposed assignment on the educational program.
5. Employee's background, experience and preparation for the position.
6. Employee's success in former positions.
7. Employee's desire for professional growth.
8. Employee's length of service in the district and in the position presently held.
9. Recommendations of the employee's administrative supervisors.
10. Administrative and operational efficiency advanced by the proposed assignment.

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

References:

School Code – 24 P.S. Sec. 111, 508, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6312