

Transfers

Transfers to include voluntary and involuntary reassignment shall be handled in accordance with the negotiated master contract.

A. No later than five (5) working days after a vacancy is known to exist and the Board has authorized the vacancy to be filled, the Superintendent shall post the vacancy in each school building.

B. Each year teachers who desire a change in assignment shall file a written statement with the Superintendent of Schools together with an address and telephone number where they may be reached during both the school year and the summer. If, during the summer recess, a position is either vacated or created, the Superintendent of Schools shall notify each teacher who has filed a statement of interest in a change of assignment. Notification shall occur at least ten (10) days before the final date when applications must be submitted.

C. In the determination of requests for voluntary re-assignment or transfer, the wishes of the teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school. If more than one teacher has applied for the same position, the needs of the District shall be the major consideration, although length of service in the District shall be a contributing factor. In no event will seniority serve as sole criteria for granting the request of one individual over the other.

D. If an involuntary transfer or re-assignment is necessary a teacher's area of competence, major or minor field of study, length of service in the District, and other relevant factors shall be considered in determining which teacher is to be transferred or re-assigned. No vacancies shall be filled by means of an involuntary transfer or re-assignment if there is a volunteer suitable to the administration for said position. Notice of an involuntary transfer or re-assignment shall be given with at least thirty (30) days' notice except in cases of emergency.

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