

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Code **GCK** Issued **3/05**

Purpose: To establish the basic structure for the transfer and assignment of professional staff in the district.

Assignment

The board believes that the basic consideration in the assignment of certified personnel is the well being of the instructional program.

In order to ensure the highest quality of instruction, the superintendent will be responsible for the placement of employees within the district. The superintendent may delegate the placement process to other administrators; however, he/she ultimately retains responsibility for staff assignments.

It is the policy of the district to assign instructional personnel to positions based on the needs of the district, qualifications of staff members and the expressed preferences of personnel. When it is not possible to meet all three of these components, the administration will assign employees in the following order.

- first, in accordance with the needs of the district and its students
- second, where the administration believes the employee is most qualified to serve
- third, as to expressed preference of the employee

The superintendent will annually determine the professional staff to be assigned each school. On or before August 15 of each school year, the superintendent or his/her designee will notify each teacher of his/her tentative assignment for that school year.

Transfer/Reassignment

The transfer of a teacher from one school to another may be initiated by the teacher, by the principal of the school or by the superintendent.

The superintendent is authorized to reassign personnel in the best interests of the district.

Placement of personnel at the school level is within the discretion of the building principal.

Adopted 7/1/75; Revised 8/13/91, 3/8/05

Legal references:

A. S.C. Code, 1976, as amended:

1. Section 59-25-410 - Teacher to be notified of assignment by August 15th.