

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Code **GDJ** Issued **3/05**

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

Assignment

All personnel are employed by the district, not a particular school.

The superintendent will assign or reassign support staff members on the basis of their qualifications, the needs of the district and their expressed desires. When he/she cannot meet all three conditions, the superintendent will assign personnel in this 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 employees

Transfer

The transfer of a support staff member from one school to another may be initiated by the staff member, by the principal of the school or by the superintendent. In the case of a transfer initiated by the staff member and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in order of seniority in the district subject to the approval of the principals involved.

Adopted 3/8/05