

NEW REGULATION PROPOSED

GCK-R

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The Teacher initiated transfer process does not apply to Teachers on either improvement or remediation plans.

Assignment to Teach

Appropriate certification is preferred to teach specific content area(s) and/or grade levels. For applicants who do not have appropriate certification, the Assistant Superintendent of Human Resources or designee will require documentation of the applicant's course of study in support of temporary certification.

Teacher-Initiated Transfer Requests

Transfer requests shall be accepted during the designated window of opportunity for submission of a request for transfer. A request for transfer may be initiated by a teacher through submission of the prescribed form to the human resources department, reflecting the signature of the site principal. The principal's signature indicates awareness of the teacher's request for transfer.

A request for transfer may be filed after the first working day in January and continue for thirty-sixty calendar days thereafter of the current school year. A request for transfer does not create a vacancy, but allows the employee the opportunity to be considered for interview for vacant position(s). If selected, following the interview process, the teacher will be offered the new position. If the teacher accepts the new position, a vacancy shall be declared in the teacher's prior position.

Surplus Teacher Placement (Continuous Throughout Staffing Season)

For purposes of this section, a ~~surplus teacher~~ **Surplus Teacher** is defined as a teacher whose position has been eliminated due to fluctuations in enrollment and/or course selection. All teachers who remain on the Surplus Teacher List are guaranteed a placement for the upcoming school year. The surplus teacher will be placed in a position best matched with their certification(s), experience, and grade level/subject/school preference. The teacher has 3-business days to respond in writing to the notice if he or she plans to accept the position. If the teacher responds within the 3-business day period in writing to HR to decline the placement, he or she will be released from his/her contract with no penalty (e.g., fees such as liquidated damages, ADE reporting for unprofessional conduct). Failure to accept the offered placement within the 3-business day period will be treated the same as declining a contract.

Involuntary Transfers (Transfers from One Site to Another)

Involuntary transfers (transfers from one [1] site to another) may be made to relieve overstaffing or in situations where reassignment would be beneficial to District/school

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program(s) or the teacher(s) involved. Efforts will be made to place the teacher(s) in equivalent position(s) if available. Any teacher who is involuntarily transferred to a new position or site after signing their contract will be notified of the change from their supervisor and/or HR in writing. The teacher has three (3) business days to respond in writing to his or her supervisor and/or HR if s/he plans to decline the position. If the teacher responds within the three-business-day period in writing to his/her supervisor and/or HR to decline the transfer, the teacher will be released from his/her contract with no penalty (e.g., fees such as liquidated damages, ADE reporting for unprofessional conduct). Failure to decline the involuntary transfer within the three-business day period will be treated the same as an acceptance, and the transfer will be complete. Declining transfer or resigning from district after the three-business-day timeframe will follow all normal district policies (including fees such as liquidated damages, ADE reporting of unprofessional conduct).

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Notification of Assignment

Every effort will be made to notify regular contract teachers of their assignments for the next school year by June 1. In the event that changes are necessitated after June 1, the teachers shall be given notice as soon as possible thereafter.

Moving Time for Involuntary Transfers

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During the teaching year, a teacher shall have three (3) working days to move to a new location when being transferred by the District to another school and two (2) working days when transferred to a different classroom within the same school. Upon request, the District will assist with moving properly boxed and marked materials belonging to the teacher.

Prescribed Forms and Procedures

The Assistant Superintendent for Human Resources shall design prescribed forms and procedures to manage requests for transfer.