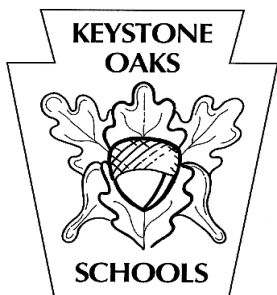


Policy Guide



Policy No. 854

Section OPERATIONS

Title ASSIGNMENT AND TRANSFER

Adopted SEPTEMBER 18, 2018

Revised _____

	<p>POLICY NO. 854 ASSIGNMENT AND TRANSFER</p> <p>THIS POLICY SHALL SUPERSEDE POLICY 309, 409, AND 509.</p>		
<p>Section 1</p>	<p><u>Authority</u></p> <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> <p>The Board shall approve the initial assignment of all employees at the time of employment.</p>		<p>SC 508, 510</p>
<p>Section 2</p>	<p><u>Guidelines</u></p> <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 and the applicant’s official child abuse clearance statement is current.</p> <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 criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.</p>		<p>23 Pa. C.S.A. Sec. 6344.3, 6344.4</p> <p>SC 111 Pol. 817</p>

**POLICY NO. 854
ASSIGNMENT AND TRANSFER**

Vacancies shall be publicized to all appropriate employees and in accordance with any current collective bargaining agreements.

Employees will be informed of their transfers as early as possible to the effective date of the transfers and in accordance with any current collective bargaining agreements.

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

Section 3

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers, as per the District's equity plan.

ESEA Sec. 1118

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.

Elementary and Secondary Education Act – ESEA Sec. 1118

Board Policy – 817