

## STAFF HIRING, ASSIGNMENTS AND TRANSFERS

The Parkview School Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The District Administrator shall be responsible for the proper assignment and transfer of all staff members and shall attempt to effect the optimum assignment of the staff in conformance with any applicable contractual or legal requirements and certification requirements.

When a vacancy in the staff occurs, the District Administrator or his/her designee shall be responsible for seeking out the best possible candidates for the position.

The Board shall enter into a contract with staff member based upon recommendation of the District Administrator. In the event a person recommended by the District Administrator is rejected by the Board, it shall be the responsibility of the District Administrator to make another nomination.

All persons nominated for employment shall meet all qualifications established by law and by the Board for the type of position for which the nomination is made. The District Administrator shall establish procedures to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified.

### Determination of Assignment

Professional and Support Staff Employees will be assigned or transferred by the District Administrator and/or designee.

## Assignment Preference Consideration

Employees may express in writing to the District Administrator and/or his/her designee their preference of a) grade level; b) subject; or c) position. If an employee wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the District Administrator and/or his/her designee. The District administrator and/or his/her designee will take into consideration an employee's interests.

## Process for Filling Vacancies

The District retains the right to determine and select the most qualified applicant for any position. The term applicant refers to both internal and external candidates for the position. Employees may apply for a vacant position by contacting the administrator listed on the posting by e-mail, phone or in person. The District retains the right to determine the job description for any position.

## Transfers

An employee may be transferred to another position in the school district at the discretion of the District Administrator. The person must have the appropriate license for the new position. The District understands that transfers can require extra preparation for the employee and will provide as much advance notice as possible.

LEGAL REF.: 118.195 - Wisconsin Statutes  
118.195 - Wisconsin Statutes  
118.20 - Wisconsin Statutes  
118.24 - Wisconsin Statutes  
120.12(1) - Wisconsin Statutes

CROSS REF.: 511, Equal Opportunity Employment

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