

EMPLOYEE ASSIGNMENTS AND TRANSFERS

Determination of Assignment:

Certified and Classified 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 their designee regarding their preference of a) school; b) grade level; c) subject; or d) position. If an employee wishes to be transferred to another position, which may open during the summer, application for a transfer should be made via e-mail 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. To be given consideration, current employees may apply for a vacant position by submitting an e-mail to the Principal and District Administrator. The e-mail must identify the specific vacancy of interest and be time stamped by the posted deadline. The District retains the right to determine the job description for any position.

Transfers

An employee may be transferred to another position in the 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.

CROSS REF.: Parkview School District Employee Handbook: Section 8 - Employee Assignments, Vacancies & Transfers

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