

Personnel

Certified Personnel

Assignment and Transfer

4114

The assignment and transfer of staff members will be made by the Superintendent to best serve the educational programs of the school system and be consistent with any existing provisions in negotiated agreements.

In an effort to encourage professional staff to consider voluntary changes in assignments, the following will be considered if written notification is received by, and the necessary arrangements approved by the Superintendent.

- An internal exchange of two staff members for a one year period requires written request to the Superintendent by January 15 of the year preceding the exchange. After the year, both staff members will return to their original positions; require written request to the Superintendent by January 15 preceding the year of exchange;
- A one day to one week internal exchange to expand experiences in reference to specific types of classes or concerns to better meet student needs;
- "Fixed time" administrative tasks for teachers who wish to become administrators may be granted at the discretion of the superintendent;
- Mini-sabbaticals of one to several weeks' duration to place professional staff in other situations such as in business, other schools or school systems to ultimately improve program planning and student outcomes. Staff would be required to file a written report with the superintendent and report back to the appropriate staff groups upon return.

The mini-sabbatical and some of the other programs described above may require employing substitutes.

The Superintendent will keep the Board informed of the implementation of this policy.