

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: December 18, 2006

REVISED: September 25, 2017

# EPHRATA AREA SCHOOL DISTRICT

309. ASSIGNMENT AND TRANSFER	
1. Authority	<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>
24 P.S. 508, 510	<p>The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another or a move to a position requiring a certificate or credentials other than those required for the employee's present position.</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 of this district and the applicant's official child abuse clearance statement is current.</p>
24 P.S. 111 Pol. 317	<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, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.</p>
20 U.S.C. 6312	<p>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.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to a vacant position will be considered.</p>

<p>3. Guidelines</p>	<p>Employees shall be informed of their assignments as early as possible preceding the school year in which the assignment will be effective.</p> <p>This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.</p> <p><u>Professional Employees</u></p> <p>The request of a professional employee who voluntarily requests reassignment or transfer when vacancies occur shall be considered to the extent that the transfer will result in improved instruction.</p> <p>When possible, professional employees shall be notified in writing, on or before August 10, of their assignments for the coming term when their major assignment differs from the previous year. It is recognized that this date cannot always be met when, for example, a position becomes vacant because of a late resignation or retirement. It is also recognized that the majority of professional employees will know their assignment for the following year by the time they leave school for the summer.</p> <p>Professional employees shall be given assignments that are consistent with their major certification areas, if possible.</p> <p>In cases where professional employees are given new assignments or transfers to other buildings, hardships on the employee will be considered.</p> <p><i>Extracurricular Assignments –</i></p> <p>In the best interests of all concerned, extracurricular duties shall be offered, when possible, to those individuals who have appropriate interests, training, and competencies. This may include individuals who are not otherwise employed by the district, if interested similarly qualified staff is not available.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 508, 510</p> <p>20 U.S.C. Sec. 6312</p> <p>Board Policy 317</p>
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