

# CARLISLE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: September 21, 2006

REVISED: February 16, 2012

<p>1. Purpose</p> <p>2. Authority SC 508, 510</p> <p>3. Delegation of Responsibility</p> <p>SC 111 Title 22 Sec. 8.2</p> <p>20 U.S.C. Sec. 6312</p>	<p style="text-align: center;">409. ASSIGNMENT AND TRANSFER</p> <p>The assignment and transfer within the district of professional employees shall be in accordance with the instructional and operational needs of the district.</p> <p>The Board shall approve the initial assignment of professional personnel at the time of employment and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate other than that required for the employee's present position.</p> <p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</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 an official criminal history background check. Such applicants shall report, on the designated form, arrests and convictions as required by law. 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> <p>The Superintendent shall, in considering any assignment or transfer, base a decision on:</p> <ol style="list-style-type: none"> <li>1. Impact of proposed assignment on the educational program.</li> <li>2. Employee's background, experience and preparation for the position.</li> <li>3. Employee's success in former positions.</li> <li>4. Employee's length of service in the district and in the position presently held.</li> <li>5. Recommendations of the employee's administrative supervisors.</li> <li>6. Administrative and operational efficiency advanced by the proposed assignment.</li> </ol>
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<p>4. Guidelines 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p> <p>When possible, professional employees shall be informed of their assignments no later than June 30 preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of a professional staff member during the school year for good cause.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 508, 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6312</p>
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