

# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES  
 TITLE: ASSIGNMENT AND TRANSFER  
 ADOPTED:  
 REVISED:

409. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer within the district of professional employees shall be in accordance with the instructional and operational needs of the district.
2. Authority	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.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</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>
4. Guidelines 23 Pa. C.S.A. 6301 et seq	<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>PA Statute 23 Pa. C.S.A. 6301 et seq</p>	<p>The request of an employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school district.</p> <p>Professional employees shall be informed of their assignments no later than August 1 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>Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.</p>
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