

BALD EAGLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: May 14, 2009

REVISED: July 14, 2022

	309. ASSIGNMENT AND TRANSFER
1. Purpose	<p>The assignment and transfer of administrative, professional and classified employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.</p> <p>It is the policy of the district to maintain as much continuity as possible in each school, contemplating few, if any, transfers from one school to another. Transfers may be made if, in the opinion of the Superintendent or designee, such transfer is in the best interests of the district.</p>
2. Authority SC 510 23 Pa. C.S.A. Sec. 6354, 6355 SC 111 Title 22 Sec 8.2	<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 has already obtained an official child abuse clearance statement.</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.</p>
3. 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> <p>The Superintendent may, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> 1. Need to balance various skills among the schools.

4. Guidelines	<ol style="list-style-type: none">2. Changing student population within the district schools.3. Impact of proposed assignment on the educational program.4. Employee's background, experience and preparation for the position.5. Employee's success in former positions.6. Employee's desire for professional growth.7. Employee's length of service in the district and in the position presently held.8. Recommendations of the employee's administrative supervisors.9. Administrative and operational efficiency advanced by the proposed assignment. <p>Professional employee transfers will generally, but not always, occur for one (1) of the following reasons:</p> <ol style="list-style-type: none">1. To fill vacancies.2. Staff requests.3. To meet the needs of the program.4. To ensure a quality program of instruction.5. To deploy staff to assignments of most effectiveness. <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>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>
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Vacancies – Professional Employees

Professional vacancies and new positions will be emailed to all district employees and placed online at www.beads.org at least five (5) calendar days prior to filling the position so that personnel will have the opportunity to submit an application and be interviewed for the position.

Vacancies for extracurricular positions will be emailed to all district employees and placed online at www.beads.org.

Notification Of School Assignment – Professional Employees

Elementary staff will be tentatively notified at the close of school, with final notice of assignment by August 1. Secondary staff, following the completion of summer school and determination of sections, will be notified of assignment by August 1. Student, staff, or program changes may necessitate assignment revisions during the opening of school. If reassignments involve changes in grade or subject area, the employee will be released from duty for two (2) days of preparation time.

References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.