

*Assignment and Transfer*

The Superintendent of Schools or designee shall be responsible for the assignment of all personnel.

Wherever possible, faculty members are employed for a particular school position. This assignment is tentative and becomes official only when the assignments are communicated to staff before the opening of the new school year or at the time the assignment is set to begin.

Assignments will be made or changed only with the knowledge of the teachers and principal of the school(s) involved.

Transfers may be made if, in the opinion of the Superintendent or designee, such transfers are in the best interests of the District.

Any employee transferred or reassigned must have all required background checks and certifications for their new position prior to beginning their new position.