

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: FEBRUARY 19, 2015

REVISED: JANUARY 15, 2015

<b>309. ASSIGNMENT AND TRANSFER</b>	
<p>1. Authority</p>	<p>The assignment and transfer within the district of administrative/professional/and certified employees shall be in accordance with the administrative, management and programmatic needs of the district.</p>
<p>SC 508, 510</p>	<p>The Board shall approve the initial assignment of personnel at the time of employment and when such assignments involve a change of status and/or transfer of an administrative employee.</p>
<p>23 Pa. C.S.A. Sec. 6344.3, 6344.4</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 and the applicant's official child abuse clearance statement is current.</p>
<p>SC 111 Pol. 317</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 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 subject the individual to disciplinary action up to and including termination and criminal prosecution.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes transfers.</p>
<p>20 U.S.C. Sec. 6312</p>	<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>The Superintendent shall, in considering any assignment or transfer, base the 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> </ol>

<p>4. Guidelines 23 Pa. C.S.A. 6301 et seq</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p>	<ol style="list-style-type: none"><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. Need to balance various teaching skills among the schools.</li><li>7. Changing student population within district schools</li><li>8. Employee's desire for professional growth.</li><li>9. Recommendations of the employee's supervisors</li><li>10. Operational efficiency advanced by the proposed assignment.</li><li>11. Administrative and operational efficiency advanced by the proposed assignment.</li></ol> <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>Professional employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</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> <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> <p>Board Policy – 317</p> <p>NOTES:</p> <p>Professional employee includes temporary professional employees.</p>
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