

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: September 13, 2010

REVISED: March 5, 2012

# PENN MANOR SCHOOL DISTRICT

309. ASSIGNMENT AND TRANSFER	
1. Authority	<p>The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.</p>
SC 510	<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 involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</p>
23 Pa. C.S.A. Sec. 6354, 6355	<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>
SC 111 Title 22 Sec 8.2	<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>
2. 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>
20 U.S.C. Sec. 6312	<ol style="list-style-type: none"> <li>1. Assurance that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.</li> </ol>

2. Need to balance specific certifications and skills among the schools.
3. Student population and grade levels within the district schools.
4. Impact of proposed assignment on the educational program.
5. Employee's background, experience and preparation for the position.
6. Employee's success in former positions.
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.

Vacancies shall be publicized to all appropriate employees.

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 educational program and operation of the school district.

Employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

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.

No Child Left Behind Act – 20 U.S.C. Sec. 6312