

POLICY: GCDA
Approved: March 24, 2003
Reviewed: August, 2003
Revised: September 22, 2003

TRANSFER OF CERTIFIED STAFF

It is the policy of the School District of Hartford Jt. #1 to make professional/certified staff assignments and transfers in accordance with the Department of Public Instruction regulations regarding certification and licensure; and within the framework of the collective bargaining agreement.

The Board of Education recognizes that one of its greatest responsibilities is to make staffing assignments in keeping with the best interests of students and the schools. Transfers of professional/certified staff to new positions will be made in keeping with the best interests of students.

Recommendations will be made to the Board of Education to transfer certified staff with the following considerations:

- within area of certification
- to accommodate needs of a specific group of students
- to improve and balance the skills, experience, communication, and collegial relationships within a teaching team, department, or school

Certified Staff Requests for Transfer

- Certified staff may request a transfer to a vacant position by responding within the time limits to the contact person listed on the vacancy notice.
- Certified staff applications for vacant positions will be given consideration within the parameters of the collective bargaining agreement between the Board of Education and employee group.