

ASSIGNMENT

PROMOTION AND TRANSFER

1. Posting of Vacancies - Certificated positions that become available will be announced on the KGBSD website.
2. Intra-School Transfer - Teachers and principals within single school units are encouraged to work together on intra-school transfers.
3. Certification - Effort will be made to assign qualified staff persons within their area of certification. Staff will be assigned outside the area of certification only with the approval of the Superintendent or Superintendent's designee.
4. School to School Transfers - A teacher who desires a school-to-school transfer may file a request for placement or leave indicating such desire with the Director of Human Resources. Seniority will be considered during the staffing process for employees who file a request by March 1. Unexpected vacancies, occurring after the March 1 deadline may be applied for by notifying the Director of Human Resources in writing.
 - a. An exit interview with the employee's current principal will be required upon initiation of transfer.
 - b. The employee will also conference with his/her tentatively assigned supervisor prior to the final decisions for transfer.
5. Criteria for Placement - Positions will be filled based on academic preparation within one's major or minor discipline, experience and/or past performance where applicable, and the needs of the program to which staff are being assigned.
6. Involuntary Transfer - Transfers of staff may be initiated by the administration. The Superintendent may transfer staff in the case of a bona fide emergency or for the general benefit of the educational program.

PROMOTION AND TRANSFER (continued)

In the event that a transfer is planned for the general benefit of the educational program, the following steps shall apply:

- a. If more than one transfer position option is available, options shall be delineated by the employee's current supervisor.
 - b. Employees shall, upon notification of intent to transfer, be given opportunity to notify principals of desires for future placement.
 - c. Consideration of transfer requests and involuntary transfer recommendations will occur in principals' staffing meetings.
 - d. Before the decision to transfer is accomplished, the teacher will meet with his/her former supervisor. The teacher will also meet with the planned receiving supervisor.
 - e. Staff receiving involuntary transfer shall be notified, in writing, of the new assignment.
7. Promotions - Certificated positions which offer to provide an increased level of compensation and/or a higher status shall be posted. Applications shall be considered based on the established criteria for placement. Appropriate screening procedures involving the community and staff may also be formulated.