

# EAST PENN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: February 8, 1993

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p> <p>3. Delegation of Responsibility</p> <p>School Code 511, 522, 1168, 1177</p>	<p style="text-align: center;">409. ASSIGNMENT AND TRANSFER</p> <p>In the best interest of the total educational program of the district, transfer of professional personnel may be initiated by the administration or by request of the employee.</p> <p>An employee may request a transfer to a professional position for which he/she is qualified. Before filling a professional position, the district shall first consider all qualified employees who have indicated interest in the position and shall attempt to transfer the most senior employee if he/she has equal or greater qualifications of those considered.</p> <p>A number of factors determine which requests will be granted. In every case, first consideration must be given to the best interests of the students in the schools. In order to protect these interests of students, it is essential that the staff be assigned and organized to provide the best possible educational program in each building.</p> <p>If there are no qualified volunteers acceptable to the district for a professional position, the district shall transfer the least senior qualified employee. The district, however, reserves the right to select the most qualified employee to be transferred in the interest of staff balance within each school or group of schools.</p> <p>In the event of an involuntary transfer, a conference will be held with the party involved in said involuntary transfer. The purpose of the conference is to explain the reasons for the transfer and will be held prior to its implementation.</p> <p>The Superintendent has the ultimate responsibility for the assignment of all personnel in the schools.</p> <p>This replaces former policy CGL (24 Jan. 77 and 13 June 83)</p>
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