

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional personnel will be the needs of students and the instructional program. However, faculty satisfaction with assignments may be expected to have a significant impact on the morale of the professional staff and the effectiveness of the total educational program.

Therefore, it will be the policy of the Board that personnel be assigned on the basis of their **qualifications**, the **needs of the school unit**, and their **expressed desires**. When it is not possible to meet all of these conditions, an employee will be assigned first in accordance with school system needs—where the administration feels the employee is most qualified to serve, and second, regarding the preference of the employee.

Care will be exercised by the Superintendent and other unit administrators to ensure that the school is well staffed with effective teachers.

Within the school, a Principal will have the right to assign classes and courses, provided this is done with full regard to the teacher's area of certification and Board policies. He/she will also recommend to the Superintendent assignments to any extra-pay positions in his/her school.

A transfer, reassignment, or special assignment may be requested by any employee, which will be given due consideration in accordance with the provisions of this policy.

Adopted: _____

PLEASE NOTE MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.