



Boulder Valley School District

File: GCI

**Adopted: prior to 1969 (teachers); February 10, 1977
(administrators)**

Revised on the basis of practice: date of manual adoption

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Assignments and Transfers, Teachers

Specific employee placement, including building assignments, shall be the responsibility of the Director of Personnel; they shall be made as soon as practicable after the initial appointment.

In making such assignments, the Director of Personnel shall ensure that the best interests of the District are served, and that no employee is discriminated against on the basis of sex, race, creed, color, marital status, age, handicap, national origin, or membership or nonmembership in any group or organization.

At no time shall a professional staff member be assigned to a position for which he does not qualify by virtue of academic preparation or certification.

Assignments may be changed whenever the best interests of the educational program will be served by such a change. Requests for transfers may be initiated by the teacher or by the building principal. Whenever a request for transfer is made, it is ethical and advisable for all parties concerned to discuss the merits of the request in an effort to arrive at a common understanding. However, the person wishing to be transferred to another building may make his request directly to the Director of Personnel.

When a request for transfer is made by a principal, the principal shall inform the teacher concerned before submitting the request to the Director of Personnel. He shall give the teacher specific reasons for the request, and shall send a written report of the conference to the executive director in charge of his grade level. The appropriate executive director shall refer the request, with his recommendation, to the Director of Personnel.

When a request for transfer is made by a teacher, length of satisfactory service in the Boulder Valley School District shall be recognized as an important factor relating to the request.

Nothing in this policy shall preclude the prerogative of the Superintendent to transfer professional personnel in this District when the Superintendent feels such transfer is in the best interests of the School District. Such transfers need have no approval from any other professional staff member.

Transfers of Administrators

Administrators may request transfers. They may apply for positions declared vacant, and shall be required to follow the procedures established for filling such vacancies.

When it serves the best interests of the District, the Superintendent of Schools may approve requests for transfer or initiate transfer or reassignment, notwithstanding established procedures for filling vacancies. Such transfers and reassignments shall not be restricted to lateral transfers, but may be made at any level of responsibility, provided that the Superintendent of Schools has discussed the matter in advance with the individuals involved and with the Board of Education.

LEGAL REFS.: C.R.S. 22-32-126
C.R.S. 22-63-114

AGREEMENT REFS.: Teachers' agreement, Sections C, D
Principals' agreement

End of File: GCI