

G-4500 © GCK PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Assignments

The Superintendent will determine all licensed professional staff assignments. Such assignments shall be based on the needs of the District. In addition, no right to school, grade, or subject assignment shall be inferred from the standard contract. It is within the Superintendent's authority to assign personnel based on the basis of their qualifications and the needs of the district.

Transfers

The procedure for assignment and transfer of professional staff members will be based on the needs of the instructional program. Assignments may be changed to serve the best interests of the District and students.

Professional staff members may apply for transfer. In the case of vacancies in new or existing positions, all employees requesting consideration for transfer, who are eligible and meet the position qualifications will be granted an interview. Generally, transfers will not be approved during the school year unless the needs of the District dictate such approval and both sending and receiving supervisor or administrator agree on the transfer.

If the request for transfer is disapproved by the supervisor or administrator, it must be so indicated on the transfer request form with a comment and returned to the employee. A copy of the disapproved transfer request must also be sent to the Personnel Office. The discretionary judgment by the supervisor or administrator to deny the transfer requests, or the reason(s) given for such a decision will not be subject to the Grievance Procedure.

It is within the Superintendent's authority to approve transfers on the basis of their qualifications, the needs of the District and their expressed desires. When it is not possible to meet all three (3) conditions, personnel shall be transferred first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to expressed preference of the employees.

Adopted: June 05, 2006

LEGAL REF: Please reference NMSA regarding Superintendent's Authority.