

## Hansen School District No. 415

### PERSONNEL

5220

#### Assignments, Reassignments, Transfers

All staff shall be subject to assignment, reassignment, and transfer of position and duties by the Board and/or Superintendent.

Teachers shall be assigned at the levels and in the subjects for which their certificates are appropriate and allowable for the certificates and endorsements they hold. The Superintendent shall provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions consistent with this policy and State law. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

When the Board reassigns an administrative employee to a non-administrative position, the employee shall be entitled to an informal review as described Policy 5107.

#### Classified Staff

The right of assignment, reassignment, and transfer shall remain that of the Board and/or Superintendent. Written notice of a reassignment or involuntary transfer shall be given the employee.

#### Teaching

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year, recognizing that such placement could change subsequent to this initial notice including during the course of the school year.

Cross reference:      5107              Informal Review  
                             6100-6100P      Superintendent  
                             6200              District Organization

Legal Reference      I.C. § 33-513 Professional Personnel  
                             I.C. § 33-515 Issuance of Renewable Contracts

#### Policy History:

Adopted on: 7-21-14

Revised on: 9-16-19