

29.0 ASSIGNMENT OF PERSONNEL

29.1 The Superintendent of Schools is authorized to assign all employees to their duties in the School District, including transfers from one building to another, and reassignments from one position or grade level to another within a building, subject to review by the Board of Education.

29.2 The following criteria shall serve as guidelines for the assignment of licensed staff members:

29.2.1 Contribution which staff member could make to students in a new position.

29.2.2 Qualifications of staff member compared to those of outside candidates both for position to be vacated and for position to be filled.

29.2.3 Recommendation and/or approval of the building Principal(s) involved.

29.2.4 Opportunity for the staff member's professional growth.

29.2.5 Wishes of staff member regarding assignment or transfer.

29.3 Voluntary Transfer of Personnel:

29.3.1 Transfer requests by employees shall be made in writing to the district human resources office. Requested transfers will be made, if practical and possible, and if such transfer is considered to be in the best interest of the school district. Teachers may be transferred between buildings only with the consent of the receiving school as provided by law. The Principal or supervisor will contact the employee regarding the status of their request.

29.4 Involuntary Transfer of Licensed Teachers:

29.4.1 The Superintendent has the authority to transfer licensed teachers from one building or grade level to another, or from one position to another within a building or grade level, provided that the teacher is qualified by licensure and meets all legal requirements for the position to which the transfer is made.

29.4.2 In making a decision to transfer a licensed teacher, the Superintendent will consider the following criteria:

29.4.2.1 Length of certified service in the district

29.4.2.2 Program needs of the building(s) and the district

29.4.2.3 Previous professional experience

29.4.2.4 Employee preference

29.4.2.5 Affirmative action

29.4.2.6 Educational experience and training

29.4.3 Prior to the Superintendent (or his/her designee) initiating a transfer, the proposed transfer will be reviewed with the licensed teacher, the present Principal, and the receiving Principal. The employee being transferred will be informed in writing by the district human resources office regarding the status of the transfer.

29.4.4 The final decision for all transfers shall be made by the Superintendent, provided, however, that pursuant to CRS 22-63-206(5), nothing herein shall require a receiving school to accept the transfer of a licensed teacher, and all transfers of licensed teachers between buildings shall require the consent of the receiving Principal.

29.5 Involuntary Transfer of Non-Licensed Personnel

29.5.1 Non-licensed staff personnel may be transferred by the Superintendent or his/her designee. The non-licensed staff employee shall be notified of the transfer before the transfer occurs. An effort shall be made to consider the non-certified staff employee's desire in regard to a proposed transfer, but the decision shall be at the discretion of the Superintendent or designee.

29.6 The assignment of a teacher to a specific building will not imply permanent assignment to that building. Nothing herein shall require a receiving school to accept the transfer of a licensed teacher, and all transfers of licensed teachers between buildings shall require the consent of the receiving principal.

Adopted: February 17, 1993

LEGAL REFS.: C.R.S. 22-32-126 (3)
C.R.S. 22-63-206

Weld County School District Re-3(J), Keenesburg, Colorado 80643