

## **P4031 ASSIGNMENTS AND TRANSFERS TO NEWLY ESTABLISHED REGULAR AND/OR SPECIAL SCHOOLS**

### **BOARD POLICY:**

**Newly established regular schools and special schools to be established in a vacant facility or through redefinition of the educational pattern of a functioning school shall be staffed in accordance with the regular employment, transfer, and assignment practices of the Human Resources Division.**

Administrative Implemental Procedures:

1. Staffing a new or a vacant facility
  - a. Positions will be advertised, transfer requests accepted, and staffing decisions made in a manner consistent with personnel policies and administrative procedures.
  - b. The number of persons permitted to transfer to a newly established regular or special school from positions within the school district may be limited to a minimal number from any individual school.
  - c. Special consideration may be given under normal circumstances to the assignment of personnel who are unassigned because schools were closed or the size of staffs reduced.
  - d. Special consideration will be given to a balanced staff with various characteristics, interests, and abilities considered such as age of employees, professional experience, sex of employees, racial groups, professional preparation, and employees new to the school district.
2. Staffing for a redefined educational program in a functioning school
  - a. Current individual staff members (classified or certificated) may elect one of the following:
    - (1) To continue at the same base assignment with a revised job description
    - (2) To request transfer to another base assignment
  - b. Vacancies existing after the implementation of (1) and (2) above shall be filled in accordance with established procedures of the Human Resources Division.
3. Vacancies occurring after the special school is operational shall be filled in accordance with established procedures of the Human Resources Division.
4. The Superintendent of Schools will make final recommendations to the Board for staffing the new regular or special school.

Administrative Responsibility: Human Resources

Latest Revision Date: November 2005

Previous Revision Date: July 1994 P4031