

1                    **ASSIGNMENTS, REASSIGNMENTS, TRANSFERS, & VACANCIES OF**  
2    **CERTIFICATED EMPLOYEES POLICY**  
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4     The superintendent or designee is authorized by the Board of Trustees to transfer or assign  
5     certificated employees to any position for which the employee is qualified. Assignments will  
6     be based on the qualifications of the employee, the availability of other qualified personnel, as  
7     well as the philosophy and needs of the district.  
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9     The superintendent as empowered by the board may exercise authority to request personnel  
10    assigned to a specific building or subject area to be transferred to another building or subject  
11    area as needed to best expedite and serve the district's overall needs without announcing said  
12    position within the district.  
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14    All reassignments will consider the welfare of the students and the teachers as well as the  
15    interest and needs of the district and administrators.  
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17    No certificated employee shall be transferred or assigned to a principal's school without the  
18    principal's permission, unless the transfer is made due to shifting student population levels.  
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20    Transfers and Reassignment: Transfers and changes in assignment (reassignment) may be made at  
21    the initiative of the superintendent or designee, other administrative staff members, or at the  
22    request of the employee. The change will be contingent upon approval by the building principal or  
23    superintendent.  
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25    A. Notice of Teacher Vacancy:  
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- 27            1. A notice of any vacancy, including new or additional positions, with the district will be  
28            posted;  
29            a. On the district website, under Employee Center, Job Openings: [www.mtnhomesd.org](http://www.mtnhomesd.org).

30 b. Emailed to all employees.

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32 2. The notice of the position will include the following information:

- 33 • Grade Level and the Subject Matter
- 34 • Building
- 35 • Closing date for written request to the principal

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37 B. Filling Vacancies:

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39 1. Selection of In-District qualified employees (defined as one who has the required  
40 certification and/or endorsements consistent with the written job description) for  
41 transfer and/or reassignment will include but not be limited to the following criteria:

- 42 • Teaching experience consistent to the vacancy
- 43 • Training consistent to the vacancy
- 44 • Evaluations of performance as a District employee
- 45 • Strength of Interview

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47 2. Candidates for vacancies will be considered in the following order: 1) reassignments  
48 within the building, 2) transfers within the district, and 3) other applicants from outside  
49 the district.

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51 3. Qualified employees who have requested consideration for the position may be  
52 interviewed by the principal or designee.

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54 4. Teachers interested in any vacancy that occurs during breaks must:

- 55 a. Check the District Website, under Employee Center, Job Openings: [www.mtnhomesd.org](http://www.mtnhomesd.org).
- 56 b. Notify the District Office by email, fax, or phone of interest in the position
- 57 c. Provide the District Office with current phone numbers(s) and email address

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59 5. These provisions may be waived for vacancies that must be filled during the period

60 extending from two-weeks prior to the opening of any school year and continuing  
61 throughout the school year. These positions will be considered temporary assignments.

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63 C. Reassignment: if a change of assignment was not requested by the employee, the employee  
64 will be notified as soon as possible and have an opportunity to express his or her  
65 preferences. The superintendent's decision regarding the assignment will be final.

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67 1. Definition: Reassignment is defined as any change in grade level at elementary schools  
68 or any change in teaching assignment at the secondary schools.

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70 2. Voluntary Reassignment:

71 a. The process described in "A" and "B" above.

72 b. When the principal has made a decision, he/she shall provide notification of the  
73 decision to all applicants.

74 c. After receiving a written explanation from the principal, an employee may file a written  
75 appeal, including rationale, with the Superintendent within two (2) business days.

76 • The Superintendent or designee will review the written appeal and related  
77 documentation and may hold conferences and meetings as necessary.

78 • The decision of the Superintendent shall be final.

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80 3. Involuntary Reassignment:

81 a. Will be based upon staffing within the building.

82 b. Will be at the discretion of the building principal.

83 c. Building principal's decision is final after approval from the superintendent.

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85 D. Transfer:

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87 1. Definition: A transfer is a change in school sites.

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89 2. Voluntary In-district Transfer:

- 90           • Use the process described in “A” and “B” above.
- 91           • The decision of the Superintendent shall be final.

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93       3. Involuntary Transfer

- 94           • If a change of school sites was not requested by the employee, the employee will
- 95           be notified as soon as possible and have an opportunity to express his or her
- 96           preferences. The superintendent’s decision regarding the assignment will be final.

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98   E. Major Reorganization:

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- 100       1. In the event of a major reorganization of the District in which a considerable number of
- 101       teacher transfers are contemplated, the District and a committee of employees agree to
- 102       develop a process that will facilitate the transfers within the existing transfer policy.

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106   **LEGAL REFERENCE:**

107   Idaho Code Section 33-506 – ORGANIZATION AND GOVERNMENT OF BOARD OF TRUSTEES.

108   Idaho Code Section 33-515(4) – ISSUANCE OF RENEWABLE CONTRACTS

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111   **NOTE:** March 13, 2001 (as a non-policy procedure Voluntary In-district Teacher Transfer)

112   Revised: October 23, 2006 (as a non-policy procedure); Revised: November 8, 2010 (as a non-policy procedure)

113   **ADOPTED:** November 15, 2011 (as policy)

114   Revised: December 20, 2016       Reviewed:

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