

VACANCY/TRANSFER POLICY

A. The Board of Education will consider filling vacancies from within the teaching staff. Whenever a vacancy arises or is anticipated, the administration will post a notice indicating such vacancy in the office of the business manager.

Vacancies may be filled on the basis of experience, teaching evaluations, competency, and qualifications of the applicant.

B. Requests by a teacher for a voluntary transfer to a different class may be made by registered letter or written letter that is hand delivered, in the presence of a witness, to the administration prior to the posting or within one week of the posting of the notice. The request shall state the grade or position being sought, and any other factors relevant to the request for transfer. The making of such request does not automatically imply that it will be granted.

C. Whenever a vacancy exists or is anticipated, an involuntary transfer may be made. This can be based upon the administration's recommendations if the transfer is considered desirable or necessary. Involuntary transfers shall be made on the basis of experience, competency, and qualifications of the teacher.

In the event that an involuntary transfer is to be made, the transfer shall be made only after a meeting between the teacher involved and the administration at which time the teacher shall be notified, in writing, of the reasons for the transfer.

D. Temporary involuntary transfers may be made in the event of an unexpected vacancy or emergency or to prevent undue disruption to the educational program. Should the vacancy become permanent, procedures outlined above shall be followed.

Adopted: 9-9-1996

Amended: February 11, 2008