

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: ASSIGNMENT AND TRANSFER
 ADOPTED: June 28, 2004
 REVISED: Spetember 14, 2015

409. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer within the district of professional employees shall be in accordance with the instructional and operational needs of the district.
2. Authority	The Board shall approve the initial assignment of professional personnel at the time of employment and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate other than that required for the employee's present position.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base a decision on:</p> <ol style="list-style-type: none"> 1. Impact of proposed assignment on the educational program. 2. Employee's background, experience and preparation for the position. 3. Employee's success in former positions. 4. Employee's length of service in the district and in the position presently held. 5. Recommendations of the employee's administrative supervisors. 6. Administrative and operational efficiency advanced by the proposed assignment.
4. Guidelines 23 Pa. C.S.A. 6301 et seq	<p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit mandatory background clearance checks to the district.</p> <p>Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so that they may apply for such positions.</p>

<p>PA Statute 23 Pa. C.S.A. 6301 et seq</p>	<p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p> <p>Professional employees shall be informed of their assignments preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of a professional staff member during the school year for good cause, as determined by the Superintendent.</p> <p>Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.</p>
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