

The superintendent is authorized to transfer or assign certificated employees to any position for which the employee is qualified. Assignments will be based on the qualifications of the employee, availability of other qualified personnel, the desires of the employee, as well as the philosophy and needs of the district. Teachers will be assigned in the grades and subjects that are appropriate and allowable for the certificates and endorsements they hold. Nothing in this policy shall prevent the reassignment of a certificated employee during the school year.

Transfers and changes in assignment may be made at the initiative of the superintendent of schools, other administrative staff members, or at the request of the employee. The change will be contingent upon approval by the building principal or superintendent.

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

Teachers will be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of each school year, recognizing that such assignment could change subsequent to the initial notice including during the course of the school year.

REASSIGNMENT OF ADMINISTRATIVE EMPLOYEES

The board of trustees may reassign administrative employees to non-administrative positions with appropriate reduction of salary from preexisting levels. The board will provide written notice to the employee of the reasons for such reassignment. When the board reassigns an administrative employee to a non-administrative position, the employee, upon written request, will be entitled to an informal review as described in District Policy 460.



LEGAL REFERENCE:

Idaho Code Sections:

- 33-506 – Organization and Government of Board of Trustees
- 33-513 – Professional Personnel
- 33-515 – Issuance of Renewable Contracts

CROSS-REFERENCE

- 460 – Certificated Employees: Informal Review Procedure

ADOPTED: September 23, 1998

AMENDED: September 21, 2023