

Professional Staff Assignments and Transfers

The superintendent is authorized to assign all professional staff to their duties in the district, including transfers from one building to another, and reassignments from one position or grade level to another within a building, subject to review by the Board. The transfer of teachers who have been displaced shall be accomplished in accordance with the policy on teacher displacement, not this policy.

The following criteria shall serve as guidelines for the assignment of teachers staff members:

1. Contribution which staff member could make to student achievement in a new position.
2. Qualifications of staff member compared to those of outside candidates, both for position to be vacated and for position to be filled.
3. Recommendation and/or approval of the principal(s) involved.
4. Opportunity for the staff member's professional growth.
5. Wishes of staff member regarding assignment or transfer.

Voluntary transfer

Transfer requests by professional staff shall be made in writing to the district human resources office. Requested transfers will be made, if practical and possible, and if such transfer is considered to be in the best interest of the district. Teachers may transfer between buildings only with the consent of the receiving principal as provided by law. The principal or supervisor will contact teachers regarding the status of their requests.

Involuntary transfer of teachers

Transfers from one building to another or one grade level to another may be made in order to best serve the district. This may be done upon the recommendation of the building principal and with the agreement of the principal to whom the transfer will be made or upon the recommendation of the supervisor.

The assignment of a teacher to a specific building will not imply permanent assignment to that building.

In making a decision to transfer a teacher, the superintendent will consider the following criteria:

1. Length of service in the district.
2. Program needs of the building(s) and the district.
3. Previous professional experience.

4. Employee preference.
5. Affirmative action.
6. Educational experience and training.

Prior to the superintendent or designee initiating a transfer, the proposed transfer will be reviewed with the teacher, the present principal, and the receiving principal. The teacher being transferred will be informed in writing by the district human resources office regarding the status of the transfer.

The final decision for all transfers shall be made by the superintendent, provided, however, that pursuant to C.R.S. 22-63-206 (5), nothing herein shall require a receiving school to accept the transfer of a teacher and all transfers of teachers between buildings shall require the consent of the receiving principal.

Adopted: February 17, 1993
Revised: September 26, 2012
Revised and recoded by the Board: July 17, 2019

LEGAL REFS.: C.R.S. 22-32-126 (3) (*principal submits recommendations to superintendent*)
C.R.S. 22-63-206 (*transfer of teachers and compensation*)

CROSS REFS.:

Board policy:

EL-12, Staff Treatment

Administrative policy:

GCKAA*, Teacher Displacement