

POLICY TITLE:	Assignment & Transfer Minidoka County Joint School District # 331	POLICY NO: 588.00 PAGE 1 of 1
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The human resources of the District are valuable and significant in creating an effective educational program and learning environment. Schools function most efficiently and successfully when highly qualified individuals are employed to staff the District. Opportunities for staff development should be provided periodically. Supervision is a necessary, ongoing function of the District's leadership. The Board seeks to promote an efficient and positive school climate in all educational endeavors, in order that students may work toward their greatest potential, and the community will be proud of its investment. Nothing contained in the policies or administrative procedures included herein is intended to limit the legal rights of the Board or its agents except as expressly stated. Should any provision of Board policy or administrative procedure be held to be illegal by a court of competent jurisdiction, all remaining provisions shall continue in full force and effect.

The Board of Trustees of Minidoka County Joint School District No. 331 acknowledges the need to assign and transfer personnel in order to accommodate specific needs within the school district.

All staff shall be subject to assignment, reassignment, and transfer of position and duties by the Board, Superintendent, supervisor, and/or other administrative staff member. Changes in assignment may also be made at the request of an employee. Assignment shall be based upon qualifications of the candidate and the philosophy and needs of the District.

If a change of assignment was not requested by the employee, he or she should be consulted and have an opportunity to express his or her preferences. However, the final decision on transfer or alternation of any assignment rests with the Board of Trustees.

Provisions:

The following provisions are applicable to this policy:

1. The transfer of personnel shall be the responsibility of the Superintendent.
2. The Superintendent may use building principals, supervisors, and other consultants as needed.
3. Teachers shall be assigned at the levels and in the subjects that are appropriate and allowable for the certificates and endorsements they hold. The Superintendent shall provide for a system of assignment reassignment, and transfer of classified staff, including voluntary transfers and promotions consistent with this policy and State law. Nothing in this policy shall prevent the reassignment of a staff member during the school year.
4. Classified staff – the right of assignment, reassignment and transfer shall remain that of the Board and /or Superintendent. Written notice of a reassignment or involuntary transfer shall be given to the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent.

5. When the Board reassigns an administrative employee to a non-administrative position, the employee may request an informal review as described in Policy 502.00 Informal Review.



LEGAL REFERENCE: I.C. 33-513 School District Trustees: Professional Personnel
I.C. 33-515 Issuance of Renewable Contracts

ADOPTED: Original Date Unknown

RATIFIED: June 19, 2006

AMENDED/REVISED: October 20, 2014; January 20, 2020; June 21, 2021