PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Policy

Relocation of professional personnel may become necessary to meet instructional requirements, fluctuating enrollments, changing educational needs, and district obligations.

Assignment

All personnel are employed by the district, not a particular school.

The superintendent or his/her designee will assign or reassign instructional personnel on the basis of employees’ qualifications, the needs of the district, and employees’ expressed desires. When he/she cannot meet all three conditions, the superintendent or his/her designee will assign personnel in this order:

- first, in accordance with the needs of the district and its students
- second, where the administration believes each employee is most qualified to serve
- third, as to expressed preference of the employees

The superintendent will annually determine the professional staff to be assigned to each school. On or before July 15th of each year, the superintendent will notify each teacher professional staff member of his/her tentative assignment for the following school year.

Transfer

The transfer of a professional employee from one school to another may be initiated by the employee, the school principal, or the superintendent. In the case of transfers initiated by the employee, and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in order of seniority in the district subject to the approval of the principals involved and in accordance with administrative rule GCK-R.

An employee who wishes to be considered for a lateral transfer to a new location must submit a transfer request form to the personnel office. This form includes an acknowledgement form from the principal or appropriate supervisor in the employee’s present school indicating that he/she is aware of the transfer request.

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The director of human resources, upon receipt of both forms, will notify the principal or supervisor of the schools requested. The principal or supervisor will review all transfer requests and will contact those employees he/she wishes to interview. The forms from the employee and the principal or appropriate supervisor must be received in the personnel office prior to April 1 of the current year. Applicants for transfer will be considered for vacant positions until May 1. Transfer requests must be made annually.

If a position becomes available after the deadline date, and if it is the judgment of the superintendent and/or board that a requested position transfer is in the best interest of the school district, such transfer may be made.

**Reassignment**

In order to ensure the highest quality of instruction, the superintendent or his/her designee will be responsible for the placement of employees within the district. Relocation of professional personnel may become necessary to meet instructional requirements, fluctuating enrollments, changing educational needs, and district obligations. The superintendent or his/her designee is authorized to reassign all personnel in the best interest of the district. In such cases when an employee is reassigned, the superintendent or his/her designee will discuss the reassignment with the administrators involved, as well as the employee affected.

**Transfer**

A professional staff employee who wishes to be considered for a lateral transfer to a new location must submit a transfer request form to the personnel office by March 1st of the current year. Notification to the employee’s current supervisor is embedded in the transfer request form.

The chief human resources officer or his/her designee, upon receipt of the transfer request form, will notify the principal or supervisor of the transfers requested. The principal or supervisor will review all transfer requests and will contact those employees he/she wishes to interview.

Applicants for transfer will be considered for vacant positions until April 1st. Transfer requests must be made annually.

If a position becomes available after the transfer period, and if it is the judgment of the superintendent that a requested position transfer is in the best interest of the school district, such transfer may be made.

**School Assignments**

Within an individual school, the principal/director will have the authority to assign classes and courses according to the needs of the school. The principal/director will make assignments based on employee qualifications.

The board believes that the basic consideration in the assignment of certified personnel is the well-being of the instructional program. In order to ensure the highest quality of instruction, the
The superintendent or his/her designee will be responsible for the placement of employees within the district. The superintendent or his/her designee is authorized to reassign all personnel in the best interest of the district. In such cases when an employee is reassigned, the superintendent or his/her designee will discuss the reassignment with the administrators involved, as well as the employee affected.

An employee who wishes to be considered for a lateral transfer to a new location must submit a transfer request form to the personnel office by March 1st of the current year. Notification to the employee's current supervisor is embedded in the transfer request form.

The chief human resources officer, upon receipt of the transfer request form, will notify the principal or supervisor of the schools requested. The principal or supervisor will review all transfer requests and will contact those employees he/she wishes to interview.

Applicants for transfer will be considered for vacant positions until April 1st. Transfer requests must be made annually.

If a position becomes available after the transfer period, and if it is the judgment of the superintendent that a requested position transfer is in the best interest of the school district, such transfer may be made.

On or before August 15th, the superintendent or his/her designee will notify the teacher of his/her tentative assignment for the coming school year.

Adopted 11/18/72; Revised 11/22/83, 3/22/94, 3/9/99, 11/12/02, 1/23/07, 4/10/18, ^

Legal References:

A. S. C. Code, 1976, as amended:
   1. Section 59-25-410 - Teacher to be notified of assignment by August 15th.