

PROFESSIONAL STAFF ASSIGNMENT AND TRANSFERS - REGULATION

The following procedures will govern requests for transfers to available positions:

Vacancy Develops

- A. Vacancy is posted and advertised (generic).
- B. The administrator reviews all candidates from inside and all applications.
- C. All certified candidates from in-house are interviewed.
- D. Principal decides to either select an in-house candidate or to interview further.
- E. Principal make recommendation to Superintendent.

Vacancy is Filled

- A. If the preferred candidate is asking for a transfer, then the Superintendent contacts that candidate. Superintendent may interview or may offer job directly.
- B. If final candidate is not a transfer, then the Superintendent interviews and proceeds if satisfied with recommended candidate.

Type of Appointments

- A. If final candidate is a probationary transfer, appointment will be a single one-year probationary contract.
- B. If final candidate is from outside the system, appointment will be a one-year probationary contract with the intent that there will be two such contracts before continuing contract status.

Caveats

- A. A request for a transfer alone is no longer enough (court decision).
- B. Preference may not be given to internal transfers.
- C. The object is to hire the best person for the position.

Adopted: 1988 (as GCI-R)
Revised: November 25, 1997
Reviewed: January 22, 2002
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