

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Code **GCK** Issued **12/01**

Purpose: To establish the basic structure for the transfer and assignment of professional staff in the center.

Assignment

The director will assign instructional personnel on the basis of their qualifications, the needs of the center and their expressed desires. When he/she cannot meet all three conditions, the director will assign personnel in this order.

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

On or before August 15th of each year the director will notify each teacher of his/her tentative assignment for the following school year.

Differences in expected enrollment and the actual enrollment, as well as other center needs, sometimes result in changed assignments.

The director is authorized to reassign personnel in the best interests of the center.

Transfer

The transfer of a teacher may be initiated by the teacher or by the director. In the case of transfers initiated by the teacher and with all other considerations regarding assignment being equal, the administration will grant employee preferences for transfer in order of seniority in the center subject to the approval of the director and in accordance with administrative rule GCK-R.

Adopted 3/18/85; Revised 12/18/01

Legal references:

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