

MUHLENBERG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND
TRANSFER

ADOPTED: January 11, 2012

REVISED:

309. ASSIGNMENT AND TRANSFER	
<p>1. Authority</p> <p>23 Pa. C.S.A. Sec. 6354, 6355</p> <p>SC 111 Title 22 Sec 8.2</p>	<p>The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.</p> <p>The reassignment or transfer of staff will be consistent with guidelines established in any existing collective bargaining agreement and with the procedures and requirements of the Pennsylvania School Code.</p> <p>Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant has already obtained an official child abuse clearance statement.</p> <p>Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit mandatory background checks for criminal history, child abuse, and FBI.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee is responsible for the assignment and/or transfer of all district staff. Consultation with appropriate administrators may occur whenever possible before a final decision is made.</p> <p>The Superintendent or designee will review district staffing needs and the assignment of all district staff annually.</p>

<p>20 U.S.C. Sec. 6312</p>	<p>The Superintendent may, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none">1. Assurance that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.2. The present needs of the district.3. The certification of the staff member, if applicable. No staff member will be assigned or reassigned to a position if s/he does not have a proper or valid Pennsylvania certificate for that position on file.4. The benefit to the students.5. Special abilities, experience, or training of the staff member.6. The interest of the staff member being assigned or transferred. <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6312</p>
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