

CERTIFIED STAFF TRANSFERS

The Board recognizes that certified staff should be placed in the school and/or department that best meets the educational needs of students. Therefore, internal adjustment transfers and personnel shifts may be used to maintain a proper balance of experience and specialized competence among the schools of the District when vacancies exist or there are changes in the enrollment of grades, classes, schools, or organizational levels. Consideration will be given to a qualified employee's placement preference when circumstances make it necessary to transfer certified staff. However, an assignment shall be based upon the qualifications of the candidate and the philosophy and needs of the District. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

Guidelines

Voluntary Transfers

1. A list of all known job vacancies, together with required endorsements and skill level, will be compiled and published on the Bonneville Joint School District No. 93 Website.
2. Using a common set of criteria such as but not limited to personnel files, requested qualifications, experience, etc., building principals will review requests for transfer.
3. Teachers currently assigned to a school, who are interested in job vacancies that open after August 1, shall obtain prior approval from their building administrator before any transfer will be approved.

Involuntary Transfers

1. The curricular and program needs of students should be the primary guiding factor in making decisions regarding involuntary transfer assignments.
2. Involuntary transfers shall not result in the assignment of the teacher to a position for which he/she is not qualified by academic preparation or license.

DEFINITIONS

Involuntary Transfer: A District-initiated transfer from one school to another that becomes necessary due to enrollment or program changes.

Teacher: shall apply to any employee of the District who holds a certificate issued by the Idaho State Board of Education and who is employed in a teaching or administrative position, below the rank of superintendent.

Transfer: A change in position from one (1) school to another.

Adopted 04-11-2012 Reviewed _____ Revised 03-13-2013
02-08-2017
05-10-2023

Cross Reference: Hiring Process and Criteria #5010
Hiring Process and Criteria Procedures #5010
Certified Staff Provisions for Employment #5015
Certified Staff Personnel Reemployment/Non-reemployment #5017
Transcripts #5018
Criminal History-Background Checks #5020
Equal Employment Opportunity #5030
Employment Contracts #5060
Altered Employment Contracts #5070
Requesting Employment Records #5075
Code of Ethics #5200
Reduction in Force #5830

Legal Reference: Idaho Code 33-514 Issuance of annual contracts
Idaho Code 33-514A Issuance of limited contract -category 1 contract
Idaho Code 33-515 Issuance of renewable contracts
Idaho Code 33-522A Reduction in force defined