

**STAFF ASSIGNMENTS AND TRANSFERS**

- I. Each building principal or supervisor is responsible for assigning school based teachers and support staff in writing for their projected subject(s) or assignment. This is not a complete schedule requirement, but a subject or grade level assignment or support staff duty assignment.
- II. Principals or supervisors anticipating a change in assignment shall consult with the Personnel Department prior to discussing or implementing such a change.
- III. Conditionally certificated teachers shall not be given any teaching assignment or notification until after July 1 by the Personnel Department and as prescribed by law. If a principal has any question relative to the certification status of any teacher, the Personnel Department should be contacted.
- IV. An employee and spouse (or other immediate family member) shall be assigned to separate schools, departments, or facilities, unless the assignment is in the best interest of the school system due to the lack of qualified applicants, unique training and certification, or similar circumstances. Such exceptions shall require the superintendent's approval annually.

An employee and spouse or other immediate family member may not be assigned at any time, to a position in which one is subject to the direct administration or supervision of the other. In the event this occurs, following transfers, marriage, promotions, consolidations, etc., the person subject to the direct administration or supervision shall be transferred to the first available assignment in which the teacher has a valid area or field of certification or support staff member meets the requirements of an alternative available position.