

Instructional Staff Assignments and Transfers

The assignment of instructional staff members and their transfer to positions in the various schools and departments of the district shall be recommended by the superintendent. The following criteria shall serve as guidelines:

1. Qualifications of staff member compared to those of outside candidates, both for position to be vacated and for position to be filled.
2. Recommendation and/or approval of the principal(s) involved.
3. Opportunity for the staff member's professional growth.
4. Wishes of staff member regarding assignment or transfer.
5. Input from colleagues who will work with the employee.
6. When there is more than one applicant for a position and all of the above criteria area essentially equal, priority shall be given to the applicant with the most seniority as a non temporary teacher in the District.

Request for Transfer

1. An applicant for transfer must submit an official transfer request form to Human Resources. Interest in a transfer may be submitted prior to postings. Transfer requests must be submitted each school year.
2. Endorsement will be the main consideration when a teacher is moved to another assignment
3. All qualified District teachers who apply for a transfer will be granted an interview. Interviews for in-district transfers will occur as soon as possible after the 3-day posting and will be scheduled prior to other interviews for the position. After his or her interview, the transfer candidate will be notified of his or her status in the hiring process by the building administrator. In the event of a hiring within 2 weeks prior to the first contract day of each year, interviews for in-district transfers and outside candidates may occur simultaneously.
4. An employee making a request for transfer whose request is denied has the option to schedule a meeting with the building administrator to discuss the reason(s) for denial.
5. Nothing in this Section shall be construed to limit or impair the right of the District to exercise its own discretion in determining whom to employ.

Involuntary Transfer

1. Reassignments from one building to another, or within a building, may be made by the District.

The assignment of a staff member to a specific building will not imply permanent assignment to that building.

LEGAL REFS.: C.R.S. 22-32-126 (3)
C.R.S. 22-63-206