

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 transfer of teachers who have been displaced shall be accomplished in accordance with the district's policy on teacher displacement, not this policy.

The following criteria shall serve as guidelines:

1. Contributions which staff member could make to student achievement in a new position.
2. Qualifications of staff member compared to those of outside candidates, both for position to be vacated and for position to be filled.
3. Recommendation and/or approval of the principal(s) involved.
4. Opportunity for the staff member's professional growth.
5. Wishes of staff member regarding assignment or transfer.
6. Input from colleagues who will work with the employee.
7. 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

An instructional staff member may request a transfer in accordance with the following procedures, unless alternate procedures are set forth by a negotiated agreement.

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.

Transfers from one building to another or one grade level to another may be made in order to best serve the district. This may be done upon the advice of the building principal and with the agreement of the principal to whom the transfer will be made or upon the recommendation of the supervisor.

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

Adopted: Prior to 2018

Revised: March 2018

Revised: September 2020

LEGAL REFS.: C.R.S. 22-32-126 (3) (*principal submits recommendations to superintendent*)
C.R.S. 22-63-206 (*transfer of teachers and compensation*)

CONTRACT REF.: LCSD/LCEA Teacher Contract – Article 6, Employment; Sections 6.4, Transfers, Vacancies and In-Building Reassignment; 6.6, Request for Transfer and 6.7, Involuntary Transfer