



Series 4000: District Employment

4400 Professional Staff

4402 *Assignment and Transfer*

The Superintendent or designee has authority to assign or transfer Professional Staff, and to add or remove duties and responsibilities.

A. Teachers

The appropriate placement of effective teachers is an essential component in promoting student academic growth, educational outcomes, and quality educational services. The Superintendent or designee may assign, transfer, place, or fill vacant positions at the Superintendent's or designee's discretion.

Placement includes assignment, transfer, or the filling of a vacant position with current staff or newly hired teachers.

Placement does not include reduction in force or recall decisions governed by Policy 4405.

Teacher placement decisions should be based on the following factors:

1. Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses and grades.
2. The teacher holding proper certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by provisions of the Revised School Code, MDE's Teacher Certification Code and Rules for Special Education Programs and Services, and other applicable statutes and regulations.
3. The teacher's qualifications, including:
 - a. compliance with applicable federal or state regulations, including foundations, grants, or categorical funding requirements;
 - b. accreditation;
 - c. professional training and relevant academic preparation;
 - d. prior relevant teaching experience; and
 - e. other relevant factors as determined by the Superintendent or designee.
4. Additionally, teacher placement may be made based on teacher effectiveness, as determined through the teacher effectiveness criteria established in Revised School Code Section 1248 and Policy 4403.



B. Non-Teaching Professionals

If a collective bargaining agreement or individual employment contract governs the Non-Teaching Professional's employment, the Superintendent or designee will adhere to the applicable language on assignment or transfer.

If no applicable collective bargaining agreement or individual employment contract exists or if an existing collective bargaining agreement or individual employment contract agreement does not address the assignment or transfer of Non-Teaching Professionals, the Superintendent or designee is authorized to assign and transfer Non-Teaching Professionals at the Superintendent's or designee's discretion, in conformance with subsection A of this Policy.

C. Vacancies may be posted consistent with Policy 4205.

Legal authority: MCL 380.11a, 380.601a, 380.1248; MCL 423.215(3)(j), 423.215(4)

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Dated revised: