



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	CLASSIFIED, CONFIDENTIAL, AND PARAPROFESSIONAL EMPLOYEES
TITLE:	ASSIGNMENT AND TRANSFER
ADOPTED:	03/27/2019
REVISED:	

509 – ASSIGNMENT AND TRANSFER

Section 1. Authority

- a. The assignment and transfer of classified, confidential, and paraprofessional employees within the District shall be determined by the management, supervisory, instructional, and operational needs of the schools and the School District.
- b. The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve: (1) a change in compensation, benefits, or work hours; or (2) a transfer to a position requiring a certificate or credentials other than those required for the employee's present position.
- c. Applicants for transfer or reassignment shall be required to comply with all background checks and screening procedures applicable to new hires, unless the applicant is transferring from one position within the District to another position in the District without any intervening break in employment with the District.

Section 2. Delegation of Responsibility

- a. The Superintendent or designee shall provide a process through which District employees can apply for a voluntary transfer to other open positions in the District. The administration shall make transfer decisions based on the best interests of the District and its programs, which may include consideration of the following:
 - 1. Need to balance various skills among the schools.
 - 2. Changing student population within the District schools.
 - 3. Impact of proposed assignment on the educational program.
 - 4. Employee's background, experience, and preparation for the position.

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5. Employee's success in former positions.
 6. Employee's desire for professional growth.
 7. Employee's length of service in the District and in the position presently held.
 8. Recommendations of the employee's administrative supervisors.
 9. Administrative and operational efficiency advanced by the proposed assignment.
- b. Vacancies for classified, confidential, and paraprofessional positions shall be publicized to all appropriate employees in accordance with the terms of an applicable collective bargaining agreement.
 - c. Employees shall be informed of their assignments as early as possible preceding the school year in which the assignment will be effective.
 - d. This policy shall not prevent reassignment of an employee during the school year.

References:

School Code – 24 P.S. Sec. 444, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Replaces:

5470