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|  | <b>Huron School District #2-2</b> | Code:<br>GCI-2 (N) Professional Staff<br>Assignments and Transfers<br>(Voluntary Vacancy & Transfer<br>Policy) |
|   | Policies and Regulations          |  |

### Professional Staff Assignments & Transfers (Voluntary Vacancy & Transfer Policy)

Request by a teacher for transfer to a different class, building, or position shall be made in writing to the superintendent. The application shall set forth the reasons for transfer, the school(s), grade and/or position sought, and the applicant's qualifications. Such qualifications shall consist of the following for each applicant:

- a) Experience in similar position
- b) Level and quality of training
- c) Evidence which would seem to indicate potential for greater effectiveness in the desired position than in the position now held
- d) The specific qualification cited in the official notice

Requests shall be made as vacancies occur and are posted. All applicants will be notified as to the status of their application for transfer before the interviewing process begins. Finalists shall be granted an interview, and the successful applicant will be asked to accept or decline. The successful applicant will provide his or her decision in writing to the superintendent within 48 hours after the notification. Unsuccessful finalists will be notified within 48 hours of the hiring. The request must be submitted by the deadline listed on the vacancy notice.

Vacancy notices will be electronically posted on the district website. Notices will be posted approximately the same time that vacancy notices are mailed to the placement bureaus.

All time tables may be speeded up for any vacancies listed after July 15.

A vacancy notice shall be defined as:

- a) An unfilled position, previously held by an employee of the district that the board intends to maintain
- b) A new position created by the board of education

The above policy will not be applicable to positions that have money values of less than \$500.

Transfer requests will remain active until position has been filled. If the teacher is not transferred during that time, he/she will have to reapply.