

412.05 Support Staff Assignment

Friday, August 11, 2023

SUPPORT STAFF ASSIGNMENT

The superintendent of schools shall, after consulting with the school principal and other personnel, assign employees to positions described in board policy and, should staffing needs dictate, transfer employees to different positions for which they are qualified. In making assignments consideration shall be given to academic qualifications, preparation, prior experience, and the contribution the employee can make to the overall education of the students. All employee assignments are subject to the approval of the board of education.

Unless emergency situations prevail, all staff vacancies, certified and classified, will be posted in designated offices or work areas. Current employees may apply for existing vacancies by writing a letter of interest to the administrator identified on the posting notice.

If the situation permits, current employees will be granted an interview for other positions for which they are qualified. However, the school district does not regard it an obligation to guarantee current employees priority consideration over candidates not currently employed by the school district.

Attempts will be made to determine duty assignments of staff members at the time of the issuance of contract for certified personnel or at the time the board of education approves the continued employment of classified personnel, but such determinations are subject to change as conditions may dictate.