



Center Area School District

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: ASSIGNMENT AND TRANSFER
 ADOPTED: NOVEMBER 16, 2005
 REVISED:

409. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer of professional and temporary professional employees within the district shall be in accordance with the instructional needs of the district and these guidelines.
2. Authority	<p>The Board shall approve the initial assignment of professional personnel at the time of employment.</p> <p>Whenever any permanent or newly-created administrative, specialist, or instructional vacancy may arise, the Superintendent shall promptly notify employees by means of a descriptive notice posted through email and displayed on bulletin boards in the building administrative office. Should a vacancy occur during the summer months, the indicated notice shall be included in the paycheck of each employee and/or by email.</p> <p>All positions declared vacant shall be filled as promptly as circumstances allow and, normally, appointments shall be made within sixty (60) days of the formal filing of the vacancy.</p>
3. Eligibility	<p>All appointments to define vacancies shall be made without regard to race, age, creed, class, religion, sex, marital status, or place of residence. Qualifications for vacancies shall be determined by the Board in accord with specifications of law and the instructional and related needs of the District. A job description shall be developed for each non-teaching vacancy.</p> <p><u>Resignations</u></p> <p>Teachers are expected to honor their contracts for the academic year. Should a professional employee resign for any reason prior to the termination of a contract period, s/he shall be responsible for giving a sixty (60) day notice. Should sick leave be requested during this period of notice, the employee shall be responsible for providing a physician's statement. Failure to honor the period of notice shall result in a fine equal to one (1) day's salary for each day between the effective date of resignation and days not served, and the fine shall constitute a lien against the</p>

<p>School Code 511, 522, 1168, 1177</p>	<p>retirement fund held for the employee.</p> <p><u>Applications</u></p> <p>Personnel may apply for a vacancy in the manner stipulated in the vacancy notice.</p> <p><u>Appointments</u></p> <p>Final determination relative to appointments shall be the sole responsibility of the Board, acting upon the recommendation of the Superintendent. Unsuccessful applicants shall be appropriately notified.</p> <p><u>Transfers – in accordance with current Collective Bargaining Agreement.</u></p> <p>Professional employees shall be informed of their assignments no later than August 15th preceding the school year in which such assignment shall be effective.</p>
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