

## **Instructional Staff Assignments and Transfers**

Vacancies that arise within the district shall be made known to the entire instructional staff so that any interested staff member may apply for the position. An instructional staff member's request for transfer shall be submitted to the principal in the building where the teacher is presently assigned. After approval by the principal, the request shall be forwarded to the superintendent. The transfer of teachers who have been displaced shall be accomplished in accordance with the Board's policy on teacher displacement, not this policy.

The assignment of instructional staff members and their transfer to positions in the district shall be recommended by the superintendent and approved by the Board. The following criteria shall serve as guidelines for consideration of transfers:

1. Contributions staff members could make to students in new position vs. contribution made in present position.
2. Desire of staff member regarding assignment or transfer.
3. Qualifications of staff member for new position.

The assignment or transfer of a teacher to a specific building shall not imply permanent assignment to that building.

Adopted: May 16, 1973

Revised and recoded: May 18, 2011

Revised: March 2012

Adopted: January 23, 2013

LEGAL REFS.: C.R.S. 22-32-126 (3) (*principal submits recommendations to superintendent*)  
C.R.S. 22-63-206 (*transfer of teachers and compensation*)