

3.76 - TRANSFER PERSONNEL

I. PLACEMENT TRANSFER OF INSTRUCTIONAL PERSONNEL

Insofar as possible, teachers shall be assigned to positions for which they are best qualified. Also, reasonable effort shall be made to honor teacher preference in assignment. All teachers, principals and other staff members are subject to transfer or reassignments at the direction of the Superintendent.

II. TRANSFER-REQUESTED BY TEACHER

In considering request for transfer, the convenience and wishes of the incoming teacher will be honored to the extent that they do not conflict with the instructional requirements and best interests of the School District.

Principals reserve the right to refuse a teacher by transfer.

It is the responsibility of the teacher to request an explanation of the decision, if one is desired.

If more than one teacher has applied for the same position, the teacher best qualified for that position shall be appointed by the building principal and the administration.

If qualifications are substantially equal, seniority in the School District shall be a determining factor.

During the spring of each year, teachers that desire a transfer to a particular assignment shall indicate that desire on a transfer form, 3.76F, which will be delivered to the Director of Personnel. A current list of openings will be posted in each lounge. If a vacancy occurs, all teachers requesting a transfer to that vacancy will be automatically considered. (See Form 3.76F)

III. TRANSFER-REQUESTED BY ADMINISTRATION

Such changes will be voluntary on the part of the affected teacher provided that the overall, legitimate objectives of the School District are not impaired or adversely affected.

When the reduction in the number of teachers in a school is necessary, volunteers shall be transferred first.

When involuntary transfers are necessary, length of service in the Benton School System shall be a factor in determining which teacher is to be transferred. Teachers being involuntarily transferred will be transferred to as nearly a comparable position as possible. Notice of transfer will be given the teacher as soon as possible.

A list of open positions in the School District shall be made available to all teachers. Any newly created position shall be announced to all teachers. Positions that become open because of teacher retirement or transfer within a certain building may be filled by the affected building principal within building faculty, thereby creating another vacancy which will be advertised. New positions within a school building may be filled first by the building principal thereby leaving another position which will be advertised.

Legal References: A.C.A. § 80-1234; Act 654 of 1991.

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