

Series 3000 Personnel

Section 3200 Professional Personnel

Policy 3207 Professional Personnel Transfer

3207.1 The superintendent, subject only to approval of the board, shall have the authority to assign, transfer, promote, demote or suspend school personnel. The Harrison County Board of Education shall comply with the provisions of W.Va. Code governing transfers (W.Va. Code 18-A-2-7). Transfers will be made for regulation of the school system and in emergencies. The best interests of the school system must be intended.

3207.2 Transfer Procedures:

3207.2.1 **ELEMENTARY SCHOOLS**

3207.2.1.1 Definitions:

- (a) Realign - A change in the number of classroom teachers assigned to teach in particular grade levels so as to adjust to shifting enrollment.
- (b) Change in Assignment - A change in assignment shall occur if a classroom teacher either agrees or is required to teach in a new grade level.
- (c) Seniority - (classroom teacher) The length of time the teacher has been employed by the county as a regular full-time certified and/or licensed professional educator.

3207.2.1.2 Procedures:

- (a) Realignment - No Increase: When the total number of classroom teaching positions in an elementary school does not increase from one school year to the next, but there exists in that school a need to realign the number of teachers in one or more grade levels, pre-kindergarten through five, teachers at the school may be reassigned to grade levels for which they are certified without that position being posted.

Provided, that the least senior classroom teacher of the grade level(s) affected and the county board of education mutually agree to the assignment. Teachers not affected by the realignment process may not exchange grade level assignments.

- (b) Realignment - Reduction: When a position must be reduced on the elementary level, the teacher with the least amount of county seniority in the school will be placed on transfer. If a specific grade level needs to be reduced and the least senior teacher in the school, excluding special programs, such as--Special Education, Title I, Computers, Music, and Library--is not in the grade level, the least senior classroom teacher in the grade level to be reduced shall be reassigned to the position made vacant by the transfer of the least senior teacher in the school without the position being posted, provided that the employee is certified and/or licensed and agrees to the reassignment.
- (c) If the teacher in the grade level to be reduced does not agree to an offer to realign, that teacher will be placed on transfer. When there are multiple classroom reductions in the grade level to be reduced, the teacher(s) with the least amount of county seniority will be placed on transfer.
- (d) Realignment-Increase - If a principal determines that it will be necessary to realign the assignment of classroom teachers for the next ensuing year and the total number of classroom teachers assigned to the school is scheduled to increase, the additional position(s) shall be posted.

3207.2.2 **MIDDLE AND HIGH SCHOOLS**

3207.2.2.1 Definitions:

- (a) Curricular Area - All potential class offerings which require a teacher to possess distinct licensure and/or endorsement shall be regarded as a curricular area.
- (b) Assignment - The responsibility to teach classes in one or more curricular areas shall be regarded as an assignment, e.g. a classroom teacher with current responsibilities to teach classes in the math curriculum area and the social studies curriculum area has a math/social studies assignment.

- (c) Change In Assignment - A change in assignment shall occur if a classroom teacher either agrees or is required to assume teaching responsibilities in a curricular area in addition to the current assignment. Neither an increase in the number of classes within a curricular area nor the decrease or elimination of classes within a curricular area shall constitute a change in assignment.
- (d) Seniority - (Classroom teacher) The length of time the teacher has been employed by the county as a regular full-time certified and/or licensed professional educator.

3207.2.2.2 Procedure:

- (a) Reduction - If a reduction in staffing at a school is scheduled to occur commencing with the next ensuing school year, the principal shall determine how best to meet the curricular needs of the school with remaining staff. In reaching this determination the principal shall determine the curricular area(s) where reduction could best be absorbed. The least senior classroom teacher currently assigned to teach in the area(s) to be reduced shall be recommended for transfer. However, when an employee has multiple certifications the position(s) held by the least senior professional employee(s) in the building, in the area(s) of certification held by the more senior employee(s) whose position is to be eliminated, will be ascertained. The most senior employee whose position is to be eliminated shall displace the least senior employee in the building in any of their areas of certification, provided the employee must be certified to transfer into the teacher's total teaching assignment for the subsequent year and the employee and the county board of education mutually agree to the assignment. If the employee does not agree, the employee shall be recommended for transfer. If such recommended transfers are approved by the board, the positions reflecting the needed assignments shall be posted.
- (b) Change In Assignment - If a principal determines that it will be necessary to change the assignment of classroom teachers in order to efficiently meet the educational program needs of a school for the next ensuing school year, the affected teacher(s) shall be requested to agree to such change in assignment. If agreement is withheld, the teacher(s) shall be recommended for transfer. If such recommended transfers are approved by the board, positions reflecting the needed assignments shall be posted.

3207.3 Program Reduction

If a determination is made to reduce a special program, the professional personnel assigned to such special program shall be recommended for transfer based on the least amount of seniority by the superintendent.

3207.4 Assignment from the transfer list

The county board shall have until the beginning of the next school term to assign persons remaining on the transfer list. Said assignments shall be based upon the needs of the school system.

3207.5 Employee's Responsibility

It is the responsibility of the professional employee who would like to apply for a posted position to make his or her bid for its position in writing to the office of the superintendent, within the five-day posting period, specifying the position in which he or she is applying. Following a candidate's being selected for a position, the timing of the actual transfer will be made at the discretion of the superintendent upon his recommendation as approved by the board and as provided by law.

Approved by Harrison County Board of Education

Effective Date: November 18, 2003