

## Corvallis School District

### PERSONNEL

5210  
Page 1 of 2

#### Assignments, Reassignments, Transfers

The District retains the right of assignment, reassignment, and transfer. The Superintendent may assign, reassign, and/or transfer positions and duties of all staff. Teachers will be assigned at the levels and in the subjects for which they are licensed and endorsed, or for which they are enrolled in an internship as defined in ARM 10.55.602 and meet the requirements of ARM 10.55.607. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year.

#### Teaching

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year. In the event that changes in assignments are necessary because of unforeseen circumstances, affected teachers shall be given notice.

All employees of the District who are assigned extracurricular activities as a contract obligation must honor this obligation as a condition of employment unless released from this responsibility by the Board.

Provisions governing vacancies, promotions, and voluntary or involuntary transfers may be found in employee handbooks or the current negotiated agreement between the Board and the Corvallis Faculty Group.

#### Classified Staff

The District retains the right of assignment, reassignment, and transfer. Written notice of reassignment or involuntary transfer will be given to the employee. The staff member will be given opportunity to discuss the proposed transfer or reassignment with the Superintendent.

Legal Reference:     *Bonner School District No. 14 v. Bonner Education Association, MEA-MFT, NEA, AFT, AFL-CIO, (2008) 2008 MT 9*  
                          § 20-4-402, MCA     Duties of District Superintendent or County High School Principal  
                          ARM 10.55.602     Definition of Internship  
                          ARM 10.55.607     Internships

Policy History:

Adopted on: 12-8-98

Effective date: 1-1-99

Revised on: 6-17-14