

# Downey Unified School District

## CERTIFICATED PERSONNEL

### ASSIGNMENT AND TRANSFER

AR 4115

#### Assignment

The principals and the Personnel Office will determine staff allotment according to teacher/pupil ratios approved by the Board of Education.

Specific teacher needs for the ensuing year should be ascertained as soon as possible after February 1. These needs should be forwarded to the Personnel Office.

Qualified teacher applicants who have been approved by the Personnel Office will be interviewed by the principal. The final selection of referred candidates is the responsibility of the building principal. In absence of the principal, the Assistant Superintendent, Personnel Services, may render a decision to employ.

Specific teacher school assignments shall be considered tentative until such time as the enrollment stabilizes. Some transferring of teaching personnel may be necessary to balance class sizes from grade to grade, subject to subject, and school to school. Teacher transfers shall be initiated in accordance with the procedures of the Master Agreement.

#### Notification of Assignment

Teachers shall be notified by the end of the school year concerning both their teaching schedule and the location to which they will be assigned for the coming year. Unassigned notifications for particular teachers, if any, shall be given where scheduling and/or location decisions have not been resolved. In the event of any changes due to administrative/operational difficulties, or changes in enrollment, the teacher shall be notified immediately of said changes.

#### Areas of Competence

In order to assure quality education, teachers shall be assigned to teach in subjects where the teacher has appropriate certification and authorization. In limited situations teachers may be assigned temporarily outside their major or minor fields of study.

#### Unassigned Teachers

Unassigned teachers will have duties assigned according to the needs of the instructional program and other duties required as a part of their regular assignment.

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#### Master Schedules

In the development of master schedules opportunity shall be provided by the principal or designee for input from the teachers concerning teacher preferences or suggestions with respect to their assignments.

#### Inter-School Travel

Where job assignments require inter-school travel, the employee shall be compensated in accordance with the established rate authorized by the Board of Education.

#### School Assignments

At the respective schools certificated personnel will be assigned supervisory responsibilities such as playground, lunchroom, bus, and other related duties which may arise.

Changes of assignment within a school shall be the responsibility of the principal except for those positions requiring an administrative credential.

Where changes in administrators are deemed necessary, the appropriate administrator shall notify the Personnel Office to secure assistance in resolving the change, followed by the approval from the Superintendent.

#### Transfer

Transfers of certificated personnel within the bargaining unit shall be made according to the provisions of the Master Agreement.

The adjusting of classes shall be initiated by the Personnel Office with the cooperation of the school principal and the approval of the Superintendent.

#### Transfer Requests

Upon receipt of requests for transfer the Personnel Office will compile lists of teachers' names including their grade preference, major and minor (secondary), and school preference. These lists will be made available to the principals for further consideration.

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Transfer Requests – continued

The principals will then arrange interviews with those teachers who qualify for the particular teaching assignment that is available in his/her school.

The Personnel Office will not grant transfers without approval of both school principals involved.

Probationary Teachers

It is the desire of the Board of Education and the administration that the probationary period shall be as productive as possible for the teacher as well as the District. To this end the probationary period may be served in one school or in several schools. A probationary teacher may be transferred to another school at any time, either at the teacher's request or at the request of the sending principal. The appropriate administrator and the Personnel Office shall make the arrangements for the transfer, with the cooperation of the receiving principal.

Unsatisfactory Service

When the conditions of an assignment have become unsatisfactory to the teacher or to the principal, the Superintendent, with the assistance of the Personnel Office, shall take necessary steps to correct the situation through reassignment if this action seems necessary.