

No. 4100  
SECTION: PERSONNEL  
TITLE: APPOINTMENT AND TRANSFER  
  
ADOPTED: 2/15/71  
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**OXFORD AREA SCHOOL DISTRICT**

- A. The Oxford Area Board of School Directors recognizes that employees possess different abilities, interests, and training. It is the responsibility of the Superintendent of Schools or the Superintendent's designee to assign and/or transfer employees so the best educational opportunities for Oxford Area students are assured.
  
- B. The Superintendent of Schools shall develop procedures for the assignment and transfer of employees.

OXFORD AREA SCHOOL DISTRICT  
No. 4100 ASSIGNMENT AND TRANSFER

ADMINISTRATIVE PROCEDURES

ASSIGNMENT AND TRANSFER

- A. For assignment and transfer between schools or administrative units:
1. The Superintendent of Schools is responsible for the transfer of staff between schools. Consultation with the building administrators involved will occur whenever possible before the final decision is made.
  2. When considering an assignment or reassignment, the following district priorities are established to be applied in the order given:
    - a. The certification, if applicable, of the staff member. No professional staff member will be assigned or reassigned to a position if he or she does not hold a proper, valid Pennsylvania teaching certificate for that position.
    - b. The benefit to the students
    - c. Special abilities, experience, or training of the staff member
    - d. The desire of the staff member for the assignment or transfer
  3. The Superintendent of Schools or designee shall again in consultation with the building administrator involved, be responsible for notifying staff members reassigned or transferred to other schools or administrative unit.
- B. For assignment and transfer within a school or administrative unit:
1. Principals are responsible to effectively utilize the personnel assigned to their building and are authorized to assign and/or reassign staff members.
  2. Priorities listed in paragraph A.2. above are to be followed for in-school transfers.
  3. Principals will attempt to notify teachers of a change in teaching assignment as soon as possible. It is suggested that at least 15 days notice be given.
- C. After administrator-Superintendent planning, principals may discuss possible reassignments with staff members unless otherwise directed.