

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: November 25, 1996

REVISED: [June 22, 2009](#)

WYOMISSING AREA SCHOOL DISTRICT

409. ASSIGNMENT AND TRANSFER	
1. Authority	<p>The assignment and transfer of professional and temporary professional employees within the District shall be in accordance with the instructional needs of the District and these guidelines.</p> <p>When assignments or transfers are made, consideration will be given to teacher requests for same, <u>a based upon the</u> teacher's prior experience and preparation, program needs, certification/HQT requirements, <u>program needs</u> and student needs. Ultimately, the administration must ascertain <u>will ensure</u> that program and student needs must be <u>are</u> met. Reassignments and transfers may occur for, but are not limited to, the following reasons:</p> <ol style="list-style-type: none"> 1. Program changes. 2. Program and/or student needs. 3. Decline in enrollment. 4. Economic conditions. <p><u>The Board shall approve the initial assignment of all employees at the time of employment and when such assignments</u></p> <ol style="list-style-type: none"> 1. <u>involve a transfer from one building or supervisor to another</u> 2. <u>involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</u> <p><u>Applicants shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution.</u></p>
2. Definition	<p>A vacancy is a teacher or professional position to be filled because of a resignation, retirement, termination or a newly created position.</p>
3. Guidelines	<p><u>Vacancies</u></p>

Prior to filling any vacancy, a notice of such vacancy will be provided to each staff member by posting vacancy notices in each building, posting on the District web site, and/or through e-mail. A vacancy may be filled after the position has been posted internally for ten (10) working days.

Teachers may request a transfer to a vacancy by delivering a written request to the person specified in the job posting within ten (10) working days after notification of the vacancy is given.

The administration will give serious consideration to qualified teachers who request a transfer to a vacancy along with outside applicants who are being considered. The administration will select the person who, in its sole discretion, is most qualified and best aligned to the specific vacancy.

If there are extenuating circumstances which do not enable the above guidelines to be followed, the administration will take the necessary steps to fill such vacancy.

Employees shall be informed of their assignments no later than August 15 preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6312

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SECTION: OPERATIONS

TITLE: CONTRACTED SERVICES

ADOPTED: November 25, 1996

REVISED: [August 24, 2009](#)

WYOMISSING AREA SCHOOL DISTRICT

818. CONTRACTED SERVICES	
<p>1. Purpose</p>	<p>In its effort to provide cost-effective programs, the Board may need to utilize contracted services. This policy is to assist the Board in maintaining qualified and legally certified services.</p>
<p>2. Authority SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>The Board is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.</p> <p>No independent contractors and their employees who contract with the District or are hired by the independent contractor after January 1, 1986, shall do any work for, at, or on behalf of the District until such independent contractor or employee of an independent contractor has complied with the mandatory background check requirements for criminal history, Federal criminal history Registration ID number and child abuse history and the District has evaluated the results of that screening process.</p> <p><u>Independent contractors and their employees shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</u></p>
<p>3. Delegation of Responsibility</p> <p>Pol. 610</p>	<p>The Superintendent or designee shall prepare procedures to assure compliance with the legal requirements for contracted services. The Superintendent or designee will supervise and evaluate such services to assure their effectiveness.</p> <p>Mandatory background check requirements for criminal history and child abuse will be included in all bidding specifications for contracted services.</p> <p><u>Failure to comply with this policy and the background check requirements by an independent contractor shall lead to cancellation of the contract.</u></p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p>

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	<p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 610</p>
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