

**TERRELL COUNTY BOARD POLICY
Professional Personnel Assignment**

**Descriptive Code: GBE
Issue Date: 10/11/10
Rescinds Code: GBE/GB/BAGBM
Issue Date: 1/20/1980, 1/10/1994 &
9/1/1981**

The basic consideration in the assignment of professional personnel shall be the needs of students and the instructional program. However, faculty satisfaction with assignments may be expected to have a significant impact on the morale of the professional staff and the effectiveness of the total educational program.

Therefore, it shall be the policy of the Terrell County Board of Education that personnel be assigned on the basis of their qualifications, the needs of the district, and their expressed desires. When it is not possible to meet these conditions, personnel shall be assigned first in accordance with the needs of the district and where the administration feels the employee is most qualified to serve, according to the preference of the employee.

The superintendent shall make a recommendation preceding action by the school board on decisions involving the employment, promotion, transfer, suspension or dismissal of employees.

Unless notified of a change of assignment, the assignment held by the teacher during the previous year will remain in effect. Transfers may be made at the request of the employee or upon the initiative of the superintendent or other administration, for any reason which in the judgment of the superintendent shall serve the best interest of the employee and/or the schools.

The procedure for initiating a transfer is as follows:

Indicate a request for a transfer

Discuss the request with the administrator or administrators to whom the employee is directly responsible

Write a letter requesting the transfer and a personal interview with the superintendent.

When a transfer is initiated by the administration, the employee shall be given the courtesy of an interview in which the reason for the said transfer is explained.

Care shall be exercised by the Superintendent and other office administrators to assure that all schools are equally well staffed with effective teachers. The superintendent of schools is held directly responsible to the Board for all assignments