

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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**Superintendent's Authority**

Except for the internal auditor, all personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment to another position within the District for which he or she is qualified.

**Transfers and Reassignments**

~~Prior to publicly announcing the assignment, reassignment, or transfer of the administration's senior staff as defined hereinafter, the Superintendent shall inform the Board. The administration's senior staff is defined as the chief executive officer, deputy superintendent, chief financial officer, associate superintendent, assistant superintendent, general counsel, and their equivalents.~~ **EMPLOYEES IN THE FOLLOWING POSITIONS: ADMINISTRATIVE PROFESSIONALS IN CATEGORIES 108+ (I.E., DIRECTOR, EXECUTIVE DIRECTOR, CHIEF HUMAN CAPITAL MANAGEMENT OFFICER, ASSISTANT SUPERINTENDENT, GENERAL COUNSEL, ETC.) AND CAMPUS LEADERSHIP IN CATEGORIES 206+ (I.E., HIGH SCHOOL PRINCIPALS), THE SUPERINTENDENT SHALL SUBMIT TO THE BOARD FOR ITS REVIEW AND INPUT THE NAME AND QUALIFICATIONS OF THE INDIVIDUAL RECOMMENDED FOR THE ASSIGNMENT, REASSIGNMENT, OR TRANSFER. THE DISCUSSION OF THE RECOMMENDED ASSIGNMENT, REASSIGNMENT, OR TRANSFER OF THE INDIVIDUAL SHALL BE IN CLOSED SESSION WITH THE SUPERINTENDENT.**

Subject to the preceding provisions on assignment, the Superintendent may appoint an employee to fill a vacant position by a lateral transfer or reassignment. A transfer or reassignment shall be considered "lateral" when the previous position held by the employee and the new position have the same pay grade or level and the same number of days on duty.

**Campus Assignments**

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment and shall be submitted to the Superintendent or designee (human resources chief human capital management officer or designated director) for review. Central office staff

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and principals shall work cooperatively in making and approving assignments to campuses to ensure the efficient operation of the District as a whole.

In accordance with the District's local innovation plan exemption regarding SBEC certification [see DBA] and to the extent high quality, certified teachers are not available for high-demand, hard-to fill courses, the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a career and technical education/ science, technology, engineering, arts, and mathematics (CTE/STEAM) field to teach a CTE/STEAM course **AND A QUALIFIED INDIVIDUAL TRAINED IN THE EXECUTION OF A MONTESSORI PROGRAM**. All other teaching assignments shall require certification in accordance with state law. [see DBA]

**Supplemental Duties**

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

**Administrator  
Assignment Review**

To encourage and facilitate the continuing professional development of each administrative staff member, the Board directs the Superintendent to provide a process that allows for new challenges and a variety of assignments by reassignment or promotion of administrators.

The rotation, reassignment, and possible promotion of personnel should provide for the flexibility of assignment between schools and administrative or teaching assignments.

At all times, the Board shall favor a flexible administrative schedule that allows for excellence in classroom teaching.

**Work Schedules**

The Superintendent shall establish work schedules and shall provide for absences and other conditions of work in keeping with the Board's policies. Working conditions shall be designed to promote excellent physical and mental health of all employees.

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<sup>1</sup> Innovation Plan: <https://www.episd.org/Page/542>