

**TEACHER TRANSFERS**

When vacancies or new positions occur in the Perry Public Schools, teachers within the system are entitled to apply for those positions through transfer request.

Transfer requests are classified in two categories: voluntary requests and involuntary administrative transfers.

Information regarding vacancies and impending vacancies is maintained in the office of the superintendent and is available upon request to teachers desiring reassignment.

The assignment of staff members and the transfer to positions within the various schools and departments of the district will be made by the superintendent. Applications for vacated positions will be accepted and considered from within the local school system for one week prior to accepting applications from candidates outside the system. Assignments will be made on the basis of the following criteria which are listed in order of priority:

1. Contribution staff member can make in new position.
2. Qualifications of staff member compared to those of outside candidates both for position to be vacated and for position to be filled.
3. Opportunity for professional growth.
4. Desire of staff member regarding assignment or transfer.
5. Length of service in Perry Public Schools.

Teachers may be required to teach in any grade, room, building, or department as deemed necessary by the superintendent.

Involuntary administrative transfers may result because of the following:

1. Equalization of staff members due to increase or decrease in student population;
2. Specific needs of the school district;
3. Certification requirements;
4. Valuation of teaching records;
5. Balancing experience among the staff;
6. The best interests of the school environment.

All transfer requests are subject to position availability.

**CROSS-REFERENCE: Policy DCBB, Advertising and Posting Vacancies**