

ASSIGNMENT AND SCHEDULES

DK
(REGULATION)

ADMINISTRATORS'
ADJUSTMENT TO
WORK SCHEDULE

Administrators are exempt employees and are required to work the number of months that are commensurate with contract obligations. Weekend and evening work may be required to meet the needs of the campus or department.

ASSIGNMENT/
REASSIGNMENT
PROCEDURES

Assignment or reassignment of employees is made by the Superintendent of Schools or designee.

SENIORITY DEFINED

District seniority is defined as the length of continuous employment with the Socorro Independent School District; campus seniority is defined as the length of continuous assignment to a particular campus. A campus is defined as the school or office to which an employee is assigned. Campus seniority relates only to the employee's privilege to remain on a campus when there are personnel reductions and/or organizational changes. Campus seniority does not relate to the specific teaching assignment or position on a campus. Once employees are assigned, it is the responsibility of the principal to organize the faculty and staff. The Superintendent of Schools may review if necessary. Employee seniority, either district-wide or campus-wide may be used by the Chief Human Resources Officer in the assignment and/or reassignment of personnel when all other factors are equal.

VACANCIES

Vacancies that occur during the school year are to be filled by the Superintendent of Schools or designee by reassignment of existing personnel or the employment of new personnel. When practicable, new employees are to be placed in a definite assignment at the time of employment for which the employee is qualified. Vacancies occurring during the school year will be filled with as little disturbance to the school program as possible.

REASSIGNMENT
TYPES

There are three types of reassignment:

1. Voluntary (Requested) Transfer/Reassignment:

Employees who desire a change of assignment are to submit the written Request for Transfer form for reassignment annually prior to March 1st during the open transfer period as scheduled by the Department of Human Resources. The form is to be submitted to the Department of Human Resources. If an employee does not wish to be considered for reassignment after submitting a request, the employee must submit a written cancellation of the request to the Chief Human Resources Officer. Employees who are promoted are deemed to have requested reassignment. Employees who request and receive reassignment may lose campus seniority.

Requests for transfers by employees having unsatisfactory ratings on evaluations and/or on growth plans will not be granted.

2. Interview Recommendations

Teachers selected by interview committee for a lateral move shall be eligible for release from their current position under the following guidelines:

- The employee must officially accept the position as required by the Department of Human Resources; and
- The employee will be required to wait in their current position 10 working days after officially accepting the position they interviewed for.

The employee shall be released from current position after compliance with all guidelines.

3. Involuntary Transfer/Reassignment:

When personnel reductions and/or organizational changes require the reassignment of an employee or employees, the final decision on involuntary reassignment is to be made by the Superintendent of Schools or designee so that the reassignment is in the best interest of the District. An employee involuntarily reassigned retains campus seniority earned prior to transfer to the new assignment.

Employees involuntarily assigned may, at the end of that school year, request reassignment to the previous position or school. The granting of the request will depend on availability of position and approval of the “receiving” and “sending” campus administration. Campus seniority previously in existence is to be reinstated re-instated if the

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requested assignment is granted.

Known teacher vacancies for the next school year will be posted by the Chief Human Resources Officer in accordance with District policy (DC LEGAL).

When a teacher is subject to involuntary reassignment in accordance with the provisions of this regulation and the instructional program cannot be maintained by existing campus staff, the principal may request that the teacher who adds value and is necessary to maintain the instructional program and/or extra-curricular program not be involuntarily reassigned. Approval must be obtained by the principal from the Superintendent of Schools or designee. Examples of added value may include the following:

1. Dyslexia Support
2. Athletic Coaching
3. Destination Imagination
4. GT Campus Coordinator
5. Sponsorships such as One Act Play, Cheerleading, National Honor Society
6. Lead Teacher or Department Chair
7. Multiple/Specialized Certification
8. AVID Coordinator/AVID Trained
9. WIN Academy-Value Added to those who have completed the required term. (Current or Prior WIN Teachers)
10. Academic need on state tested subjects (EOC & STAAR)

The Superintendent of Schools or designee shall have the right to assign an employee to such duties as he/she may determine and may, from time to time, assign or reassign an employee to other additional duties.

ASSIGNMENT/
REASSIGNMENT

Nothing in administrative regulation DK shall prohibit or restrict the authority of the Superintendent of Schools, or designee, to assign, reassign or transfer employees when it is deemed to be in the best interest of the school district.

Assignment or reassignment of personnel to staff new schools is made by the Superintendent of Schools, or designee. When staffing new schools, the Chief Human Resource Officer will consult with the principals of both the sending and receiving schools to determine staffing needs.

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Approved:
Nate Carman , Ed. D., Superintendent
October 26, 2022

Board Committee Review:
November 7, 2022