

Staffing and Posting Procedures

5/2/2014

The following procedures will govern the transfer and reassignment of teaching staff when projected student enrollment figures call for grade level and/or section cuts.

- BEFORE the staffing procedure begins, principals may move staff within the building based on the academic needs of students. Principals will communicate with Human Resources and the building supervisor the reasons for any movement. Principals will also communicate with the affected teachers. While teachers need not agree to a transfer or reassignment, teacher buy-in is desired.
- **In-building Staffing:** If staffing requires that a grade level class or section be cut, the following criteria will be used to determine the teacher to be displaced. The criteria will be applied in the following order:
 - A. Licensing and Certification/Highly Qualified
 - B. Previous Performance Evaluations, including whether he or she has been recommended for probation assistance, has been subject to progressive discipline that has reached the "Letter of Reprimand" level (this generally follows a verbal and written warning, per the FRISK manual), or has been given a Performance Improvement Plan. A teacher's performance will be considered over a time frame of the past three consecutive years. If the teacher has been employed for fewer than three years, two or one years of data will be considered. *Employees with "Needs Improvement, Ineffective, or Probation (previous language) will NOT be displaced. Instead, they will remain in current building to address performance concerns. If, however, a Reduction in Force is required, those with negative ratings will be reduced prior to those with performance ratings of Effective or Highly Effective (Admin Guidelines 3131).*
 - C. Specialized training recommended for the position as identified on the Job Description or Posting, if posted (e.g., Montessori, International Baccalaureate, Advanced Placement, New Tech, Project Lead the Way, Fine Arts).
 - D. Considerations, as determined by the administration, such as, but not limited to, advanced degrees (e.g., M.S., Ph.D.), having taught that area/level within the previous three years, external experience relevant to the position (e.g., military experience for social studies), multiple license areas, coaching experience, etc.
 - E. Seniority will be used a tie-breaking criteria when there is no other basis for differentiation.
- The displaced teacher will be compared to all teachers building-wide to determine the final teacher displaced into the corporation-wide Displacement Pool. *Example 1: 1st grade position eliminated, teacher will be compared to other 1st grade teachers. 1st grade teacher will then be compared to remaining staff in building to determine who is displaced. Example 2: Social Studies position eliminated but has a math license; can be placed in open math position or compared to other math teachers to determine who is displaced. Similarly, 7th Grade Language Arts position eliminated but there's a 5th grade opening and teacher has K-6 license, will move into open position.*

- The in-building process will conclude at this point. There will be NO voluntary transfers to open in-building positions.
- Teachers who are in the corporation-wide Displacement Pool will be placed in open positions before the first posting. Final assignments will be made by the Executive Director of Human Resources. If, however, a Reduction in Force is required, those with negative ratings will be reduced prior to those with performance ratings of Effective or Highly Effective.

POSTING OF OPEN POSITIONS (THOSE OPEN DUE TO RESIGNATION, RETIREMENT OR ADDITION):

- ALL remaining open positions corporation-wide will be posted for anyone to apply. Candidates may be interviewed and principals will use the criteria listed above to identify the candidate who best meets the needs of students. Principals are encouraged to develop interview teams utilizing in-building Leadership team members. Human Resources will provide written guidelines for interview teams to use and will monitor their use. Certified staff may apply for as many positions as desired and, if offered more than one, make a choice. ONCE A POSITION IS ACCEPTED, IT MUST BE HELD FOR THE ENTIRE SCHOOL YEAR, except in the case of some grant-funded positions. Confirmation of the acceptance/placement will be sent by Human Resources to the teacher, principal, and NEA-SB President.
- Subsequent postings will occur on an as needed basis.
- In order to promote continuity in the educational program, candidates who have accepted positions on or before August 1 are expected to remain in those positions and not apply for any subsequent postings. Every effort will be made to fill vacancies that arise after August 1 in a way that does not disrupt the assignments made on or before August 1. There may, however, be circumstances that justify an exception.
- After August 1, open positions (including those that come open throughout the school year) will be filled by Human Resources using a Regular Teacher Contract or a Temporary Teacher Contract as defined in I.C. 20-28-6-6.
- These procedures replace and supersede all previous guidelines and past practices.

Tentative Schedule:

- 5/14 – teachers to be displaced will be notified
- 5/20 – open positions posted on website/Applitrack for DISPLACED TEACHERS ONLY to apply (no emergency contracts, temporary contracts, outside employees, etc)
- 5/28-6/3 – Interviews, if necessary, to occur
- 6/10 – Final placements of displaced teachers
- 6/13- 6/18 – Remaining open positions to be posted on website/Applitrack for ANYONE to apply