



Administrative Regulation 4115 Transfers (Teachers)

Responsible Office: Office of Human Resources

REGULATION

1. Administrative Transfers

- a. See Administrative Regulation 2112.2, Administrative and Professional-Technical Transfer Procedures.

2. Teacher Transfers

a. Directed Transfers

- i. Directed transfers are made when a more satisfactory teaching assignment appears to be both desirable and possible. Directed transfers are based on the principle that a different teaching assignment will promote professional growth and/or will be beneficial to the teacher and/or the school district. The appropriate Area Superintendent with the Chief Human Resources Officer will approve such transfers.
- ii. Directed transfers will be considered when the best interest of the school district will be served by making the transfer; when the opportunity for successful teaching could be enhanced by the transfer of a teacher; when a teaching position is eliminated by reason of reduction of staff, reorganization, closing of school or some similar school district condition.
- iii. Whenever possible, before a teacher is transferred by directed transfer, he or she should be given enough advance notice so he or she would have an opportunity to accomplish a voluntary transfer.

IMPLEMENTATION GUIDELINES

1. This policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future:
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with Board Policy 4115, Assignment and Transfer.

3. This Administrative Regulation aligns with Administrative Regulation 2112.2, Administrative and Professional-Technical Transfer Procedures.
4. This Administrative Regulation complies with the Collective Bargaining Agreements between the District and the employee associations.

REVISION HISTORY

| Date | Revision | Modification |
|------------|----------|--------------|
| 6/13/1967 | 1.0 | Adopted |
| 10/1/1982 | | |
| 10/27/1992 | | |
| 7/14/1998 | | |