

**PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

Assignments and Transfers

The Superintendent or designee shall have the right to make or change assignments of personnel at any time as educational or other district needs require and consistent with the Collective Bargaining Agreement.

All assignments of teachers and administrators at the time of entry into the service of the Nashua School District are made under the direction of the Superintendent of Schools with the approval of the Board of Education.

In making regular assignments, an attempt will be made to avoid assignment of two persons from the same family to the same building.

Members of the administrative staff work in cooperation with the Superintendent in preparing assignments. In developing assignment schedules, such factors will be considered (\*please note this list is not all inclusive):

- A vacancy caused by a retirement or a death
- A personality conflict which affects the school
- A request of a staff member
- A need for a particular skill
- A teaching weakness at certain grade levels
- An expected leave of absence, illness or resignation
- An opportunity to provide for growth and experience

Tentative Assignments should be made consistent with the provisions of the applicable Collective Bargaining Agreement.

Transfers should be made consistent with the provisions of the applicable Collective Bargaining Agreement.

Procedures

Principals, Supervisors, Assistant Superintendents, and Superintendent will work on the preparation of tentative assignments for the following year.

Principals will confer with staff members who are involved in the possible transfers.

If requested, the assignments made for the following school year will be subjected to review with the person involved.

A few changes of assignments in the summer are probable, due to conditions not anticipated. Teachers involved in such changes shall be notified as soon as possible.

Board Approved:           02/09/1981  
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