

Consistent with the provisions of Board Policy 3131.10, decisions relating to teacher placement will be determined by the Superintendent or designee(s) based upon qualifications, the academic needs and best interest of District students, and the needs and best interest of the District's educational program. Within the teacher placement process, the Superintendent or designee(s) shall strive to place the most effective and qualified teachers in assignments aligned with student and District needs.

Posting of vacancies shall be conducted in accordance with the applicable collective bargaining provisions, if any. All administrative Guidelines are subject to change.

Placement or Transfer

Teachers shall be notified of tentative assignments for the upcoming school year as soon as administratively feasible, so that teachers can be adequately prepared for their assignments. It is acknowledged that reassignments and transfers may be needed due to unanticipated student enrollment and staffing changes. In some cases, staffing changes may be necessary at the start of or after the beginning of a marking period.

1. Principals have the right to realign their staff within the building or department. Principal, Supervisors and/or Administrator department heads will make recommendations to the Superintendent (or designee) regarding staffing preferences and recommendations that may involve moving teachers in and/or out of the building. The Superintendent (or designee) will be responsible for reviewing the requests and will make the final decision on all movements and transfers of faculty.
2. All non-probationary teachers that are rated effective or highly effective will have the right to apply for positions across the district as they are posted in accordance with Article VIII of the DFT contract. In alignment with the letter of agreement signed with the DFT teachers rated minimally effective or ineffective will not have transfer rights. All non-probationary teachers that are rated effective or highly effective shall have the right to put in a transfer to buildings or departments across the district in accordance with the following procedures:
 - a. Unit members desiring transfers will file a single application form with the Department of Human Resources. A maximum of seven (7) schools or departmental assignments may be designated as choices on the transfer application unless, in the opinion of the Director of Human Resources, special circumstances warrant consideration beyond the maximum of seven (7). Transfers must be filed between the first day of work until April 1st of the current school year. All copies will be destroyed and/or become invalid on the opening school day of the year following submission.

- b. A primary vacancy is one caused by resignation, retirement, death, movement outside the Union, leave where there is no return to the specific teaching position, and reassignment to a different job title within the Union or the addition of teaching positions brought about by increased enrollment when they are not filled via the surplus and layoff process or by a new hire employee.
- c. If a building is required to surplus position(s), any position that was considered a primary vacancy will fill the need for the surplus. Thus the primary vacancy would not be open to transfer.
- d. The district shall provide written notice via email of a potential interview for a transfer opening. Employees must respond within 48 hours of being offered the interview via written notice (email, fax, in person) telephone. Employees that are offered transfer placements must respond within 48 hours via written notice (email, fax, or in person).

The transfer procedure described in this section shall apply only to primary vacancies which become officially known between the start of the teacher work year and June 30th. In the event of resignation or retirement, official notification is the date of receipt in the Human Resources Office of written notice from the teacher creating the vacancy. In the event of death, the date of official notice will be the date of occurrence.

The Department of Human Resources will forward a list, after April 1st, to the principals of all schools, and/or the administrators responsible for all departments, to which transfer is requested. The building administrators will use the below listed criteria to fill vacancies. They should interview at least two or preferably three candidates before making a recommendation to fill a vacancy after reviewing appropriate credentials. Principals will normally require an updated resume when considering placement decisions in order to determine qualifications and the potential to be successful in positions applied for via the transfer process. Principals or department administrators must fill vacancies under the transfer list unless the Superintendent or designee determines that the educational interest of the District would not be furthered by that placement. Individuals have the right to request a written response from the administrator if they are not granted an interview or given the position via the Transfer Process.

The superintendent or designee reserves the right to realign all faculty throughout the district.

PLACEMENT CRITERIA

Not in order of priority or importance. Factors which may be considered by the Superintendent or designee(s) in the process include, but are not limited to, the following:

- Teacher Evaluation Performance Ratings
- State (and/or Federal) certification Requirements;
- Highly Qualified/NCLB/ESEA requirements;
- Applicable accreditation (i.e. AdvanceEd) requirements;
- State, Federal or District curriculum requirements and/or regulatory standards, including, but not limited to, conditions established for receipt of foundation, grant or categorical funding;
- Academic Major or Advanced Degree within a subject/content area (i.e. Masters in Reading);
- Specialized Training or Endorsements (i.e. Early Childhood) and the teacher's demonstrated ability to integrate such training into instruction in a meaningful way;
- Successful attainment of (or failure of a teacher to attain and/or complete)
- Specialized Training when offered or required;
- Demonstrated skills or specialized knowledge (i.e. ESL) that will enhance the delivery of educational services to students;
- Number of preparations within an assignment at the secondary level;
- Ability to teach an effective and engaging lesson.
- Student schedule requirements with a building or program;
- Teacher's overall performance rating in his/her most recent evaluation(s);
- Teacher's demonstrated ability to positively impact student growth;
- Teacher's demonstrated ability to collaborate with staff members within a subject/content area department, grade level, and/or building;
- Years of teaching experience at a particular grade level and/or within a subject/content area and the teacher's demonstrated effectiveness in such prior assignments;
- Preference(s) of the teacher;
and/or
- Any other job-related factor that assists the District in providing quality educational services to students.

In addition, building assignments may take into account the following:

- The need to balance veteran and probationary/inexperienced teaching staff to enhance the opportunity for coaching and support to new staff;
- The need to maintain sufficient English as a Second Language staff or teacher(s) with specialized skills or assignments (including extra duty assignments) within a particular building;
- The need to build or maintain staff capacity in certain skill or subject areas to enhance educational quality in a particular building or program.

The above factors may be considered with respect to assignments, transfers (voluntary and involuntary), job sharing, etc.

As deemed necessary, the Superintendent or designee(s) may revise and/or amend this Administrative Procedure.

Adult Education, Bilingual Enrichment Programs and any other program that requires teacher certification and Highly Qualified Teaching credentials. *(excluding summer school positions as there is a specific policy on summer school placement).*

All faculty will have the right to apply for Adult Education, Bilingual Enrichment Programs and any other program that requires teacher certification and Highly Qualified Teaching credentials. The positions will first be posted within the building for at least 3 days and the principal or Departmental Administrator will make decisions on filling those placements based on the educational interests of the building in alignment with the below listed placement criteria. Teachers that are rated ineffective will have no right to participate in the above listed positions. Positions that are not filled by building or department faculty will then be posted district wide for at least 5 days. The principal or Departmental Administrator will make decisions on filling those placements based on the educational interests of the building in alignment with the above listed placement criteria that can be found in these administrative guidelines.

EMPLOYMENT OF SUMMER SCHOOL TEACHERS *(Including Bilingual Summer School)*

The Board of Education recognizes that it is vital to the successful operation of summer school that positions created by the Board be filled with highly-qualified and competent personnel.

Application for summer school teaching positions shall be made to the Department of Human Resources on forms provided. Applications will be accepted and confirmed according to instructional level: high school, middle school, elementary school and preschool. It is understood that the district wide summer school programs will be posted system-wide. However, summer programs that are operated at the local school level will first be posted in the base building in order to recruit teachers that are most familiar with the school and students in the potential programs.

Teachers on Plan 3 of the Dearborn Public Schools Teacher Evaluation Program shall not be eligible for employment in summer school. Teachers rated as Ineffective or Minimally Effective shall not be eligible for employment in summer school based on the most recent year end evaluation.

If there are more teacher applicants who meet the state and federal Highly Qualified Teacher standards than there are available positions, selection shall be based on the following in rank order starting with one.

1. Attendance during the past summer school program in which the teacher taught
2. Attendance during the past regular school year
3. Success in raising student achievement as measured by achievement and student growth measurements.
4. Ability and skill in classroom management based on the most recently completed year-end evaluation.
5. Attendance at district professional development.
6. The Final Tie Breaker will be seniority.

Any Teacher that applies for a position but is not offered a spot in the summer program will have the right to request the reasons why they were not offered a position. The Associate Superintendent will respond with the specific reason(s) in writing.

(Approved May 13, 2013)