

# STAFF ASSIGNMENT POLICY

Stonewall Elementary School

The principal will determine how certified staff will be assigned for the coming school year based upon staffing information given to him/her from IAKSS. Prior to TEACHER REQUEST FORMS (see STUDENT PLACEMENT POLICY) being made available to parents, each certified staff member will know what his/her staff assignment is for the following school year. The following criteria will be used when placing certified staff:

1. Certified staff may send the principal a written request to change teaching positions at any time, although there is guarantee that the request will be granted. This will be considered confidential information between the teacher and the principal.
2. Certified staff will only be allowed to teach in a position that they currently have certification in, or as allowed by law.
3. The principal will assign certified staff into positions that will be in the best interest of students, or school needs, programs, grants, or initiatives of the school or district.
4. Staff skill sets and strengths may be a factor when determining staff assignment.
5. No certified staff assignment will take away a certified teachers' ability to have a duty free lunch or duty free planning. "Duty free means that the individual does not have to supervise students"
6. The principal will consult with the Stonewall SBDM Council about certified staff that have been hired, but it is at the sole discretion of the principal to determine the staff assignment for each certified staff member.

1<sup>st</sup> reading: March 18, 2014