

Section 400 – Personnel
Certificated Employees - General
Certificated Employee Assignment

File: 406.06

The superintendent of schools shall, after consulting with building principals and other personnel, assign employees to positions described in board policy and, should staffing needs dictate, transfer employees to different positions for which they are qualified. In making assignments consideration shall be given to academic qualifications, preparation, and the contribution the employee can make to the overall education of the students. All employee assignments or reassignments are subject to the approval of the board of education.

Unless emergency situations prevail, all staff vacancies, certified and classified, will be posted in designated offices or work areas. Current employees may apply for existing vacancies by writing a letter of interest to the administrator identified on the posting notice.

If the situation permits, current employees may be granted an interview for other positions for which they are qualified. However, the board of education does not regard it an obligation to guarantee current employees priority consideration over candidates not currently employed by the school district.

Payment for extra-duty assignments shall not be considered as a part of the gross contractual salary shown on any teacher's contract. Each teaching contract shall show an amount for teaching as determined by the placement of the employee on the salary schedule. All extra-duty assignments shall be entered into as amendments to the contract and shall not fall under the continuing contract statutes. The superintendent of schools, after consultation with other school administrators and the affected certified personnel shall annually report extra duty assignments to the board of education.

Any requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding assignment of such employees shall be followed.

Legal Reference: Neb. Statute 79-839

Cross Reference: 201.01 Board Powers and Responsibilities