

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield New Jersey 07081**

**POLICY: ASSIGNMENT AND TRANSFER**

The Chief School Administrator shall make certified staff assignments in the manner best calculated, in his/her judgment, to enhance the educational program of the Springfield Public Schools.

Teaching, supervisory and administrative personnel are subject to assignment and transfer after recommendation of the Chief School Administrator and approval by the Board of Education. Procedures for such transfers shall comply with provisions of current negotiated agreements and state and federal law. Particular attention shall be paid to ensuring that there shall be equivalence of teachers and administrative staff among the schools.

Initial assignments and subsequent reassignments among offices and schools shall be recommended by the Chief School Administrator with due consideration for the following:

- (a) overall needs of the school system,
- (b) qualifications of the employee in relation to school needs and to the qualifications of other available personnel,
- (c) state certification requirements, and,
- (d) opinion of administrators most directly involved.

Within individual offices and schools, reassignments will be the responsibility of the administrator in charge. Making such assignment he/she will give due consideration to

- (a) overall needs of his/her unit of administration,
- (b) qualifications of the employee in relation to needs of the organization and to qualifications of other available personnel, and,
- (c) state certification requirements.

Any employee who feels that a change in assignment would enhance his/her value to the school system and contribute to a greater sense of personal and professional achievement and satisfaction should so notify his/her building principal or office supervisor.

Recommendations for appointment to the staffs of summer schools shall originate with the Assistant Superintendent and be forwarded to the Chief School Administrator for final disposition.

Recommendations for appointment to athletic coaching and related services shall

originate with the Director of Athletics and have the approval of the principals of the schools involved before they are forwarded to the Chief School Administrator for final disposition.

Recommendations for appointment to other assignments which carry extra compensation (co-curricular activities and/or services) shall originate with the appropriate administrator and shall be forwarded to the Chief School Administrator for final disposition.

Principals may be subject to transfer at the discretion of the Chief School Administrator.

**Legal References:**

N.J.S.A. 18A: 25-1 Transfer of teaching staff members

N.J.S.A. 18A: 27-4 Power of boards of education to make rules

N.J.S.A. 18A: 59-1 through -3 Apportionment and distribution of federal funds; exceptions ...

N.J.S.A. 34:13A-1 ET seq. New Jersey Employer-Employee

N.J.A.C. 6:4-1.1 et seq. Equality in educational programs

N.J.A.C. 6:8-4.10 State and Federally mandated programs and services

42 U.S.C.A. 2000d - 2000d4 - Title VI of the Civil Rights Act of 1964

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1401 et seq. - Education of the Handicapped Act

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

34 CFR 200.1 to 200.89 - Part 200

34 CFR Parts 204

Ridgefield Park Education Association v. Ridgefield Park Board of Education, 78 N.J144 (1978)

Bureau of Equal Educational Opportunity, Doc. #MISM260040699

**Cross References:**

2224 Nondiscrimination/affirmative action

3220/3230 State funds; federal funds

4111 Recruitment, selection and hiring

4111.1 Nondiscrimination/affirmative action

4131/4131.1 Staff development; in-service education/visitations/ conferences  
5145.4 Equal educational opportunity  
6121 Nondiscrimination/affirmative action  
6141 Curriculum design/development  
6145 Extracurricular activities  
6160 Instructional services and resources  
6171.3 At-risk and Title 1  
6171.4 Special education

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