

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Transfer; Middle/Junior, High School Classroom Teachers

Series: G44A

Reference:

Issued: 01.14.1991

Revised: 01.14.2000

Revision Number: 2

44.01 Definitions.

- (a) Curricular area – All potential class offerings which require a teacher to possess distinct licensure and/or endorsement shall be regarded as a curricular area.
- (b) Assignment – The responsibility to teach classes in one or more curricular areas shall be regarded as an assignment, e.g. a classroom teacher with current responsibilities to teach classes in the math curriculum area and the social studies curriculum area has a math/social studies assignment.
- (c) Change in assignment – A change in assignment shall occur if a classroom teacher either agrees or is required to assume teaching responsibilities in a curricular area in addition to the current assignment. Neither an increase in the number of classes within a curricular area nor the decrease or elimination of classes within a curricular area shall constitute a change in assignment.
- (d) Seniority – Shall mean total county service.

44.02 Reduction/Declining Enrollment. If a reduction in staffing at a school is scheduled to occur commencing with the next ensuing school year as a result of declining enrollment, the principal shall determine how best to meet the curricular needs of the school with remaining staff. In reaching this determination the principal shall determine the curricular area[s] where reductions could be absorbed. The least senior classroom teacher currently assigned to teach in the area[s] to be reduced shall be recommended for transfer unless the principal determines that such least senior teacher has teaching responsibilities in another curricular area which may not be absorbed by remaining staff. If such a determination is made, the principal shall recommend classroom teachers for transfer by selecting such teachers as will result in the least disruption for the school and will permit the school to deliver the required curriculum. In making such recommendation the principal shall consider the teachers in order of reverse seniority.

44.03 Program Reduction. If a determination is made to reduce any special program (i.e. special education, multischool itinerant, federally funded

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or other special program), the professional personnel assigned to such special program shall be recommended for transfer by the Superintendent.

44.04 Change In Assignment. If a principal determines that it will be necessary to change the assignment of a classroom teacher in order to efficiently meet the educational program needs of a school for the next ensuing school year, the affected teacher[s] shall be requested to agree to such change in assignment. If agreement is withheld, the teacher[s] shall be recommended for transfer. If such recommended transfers are approved by the Board, positions reflecting the needed assignments shall be promptly posted.

44.05 Reconfiguration From Junior High to Middle School. If a school is scheduled to be reconfigured from a junior high school to a middle school all newly created sixth grade teaching positions shall be posted and filled in accordance with the provisions of W. Va. Code §18A-4-7a or §18A-4-8f, as the case may require. In the event seventh and eighth grade teaching positions are created as a result of closure and merger with another school, such teaching positions shall be posted and filled in accordance with W. Va. Code §18A-4-7a or §18A-4-8f, as the case may be. The principal shall then undertake to identify any remaining seventh and eighth grade classroom teaching assignments and the certification[s] for each such assignment, relative to the middle school configuration. In order of seniority, classroom teachers shall be requested by the principal to accept an assignment for which they are certified. No teacher shall, however, be required to accept a **change in assignment** as defined in Section 44.01 of this regulation. Any teacher who shall refuse an assignment shall be recommended for transfer. Any teacher who, by virtue of lack of seniority and/or certification, is not offered a teaching assignment shall be recommended for transfer. If such recommended transfers are approved by the Board, all remaining unfilled positions shall be posted.

In the event professional educators vote, pursuant to W. Va. Code §18A-4-8f, to give priority to ninth grade teachers in schools where the ninth grade is being removed to a high school, the following provisions shall apply:

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- a. Ninth grade teachers shall have priority in filling vacancies created at the feeder high school as a result of the influx of students from the former junior high school.
- b. If a ninth grade teacher does not apply or is not selected for a ninth grade vacancy, such teacher may displace a less senior teacher at the “new” middle school exclusive of new sixth grade positions.
- c. A ninth grade teacher shall be deemed to be a teacher whose class schedule consists of 50% or more ninth grade classes.
- d. A ninth grade class shall be deemed to be a class which is counted towards a student’s high school graduation requirements.