

REASSIGNMENTS/TRANSFERS

Certified nonadministrative personnel recommended for reemployment for the following year may apply for transfer to a position in another school and may be given prior consideration over new candidates. All personnel will be reassigned based on the following criteria:

1. Employee has been recommended for reemployment by the principal of the school to which he/she is currently assigned.
2. Employee makes written request on the approved Application for Transfer of Professional Personnel form by the deadline date.
3. Employee commits to the training necessary to facilitate a smooth transition on all interdivision transfers. (i.e., elementary to middle, middle to high, etc.). Employees who do not complete training within one year will be subject to non-renewal.
4. Employee has completed three or more years of experience in the Jackson Public School District.
5. Transfers will not imperil the accredited status of that school.
6. Employees impacted by the Reduction in Force policy are not eligible for transfer.
7. Forms may be secured from the principal's office or the Office of Human Resources.
8. Employees with a plan of improvement may be transferred only with the approval of the assistant superintendent, deputy superintendent for schools and administration, and the superintendent.

If two or more persons request a transfer and the above criteria are met, the principal will make the recommendation to the designee of the superintendent relative to granting approval of the transfer.

The Office of Human Resources will validate the date for arrival, retain the original copy, and forward a copy to both receiving and sending principals and

the applicant. Requests will remain on file in the Human Resources' office until all transfer requests have been acted upon for that school year at which time they will become null and void.

The superintendent may administratively reassign an employee to any area in which the employee holds a valid certificate. These administrative reassignments will be made only when it is necessary for the best interest of the schools. Although consideration will be given to the wishes of the employee, such compliance cannot be guaranteed. Upon request from the reassigned employee, the reassignment may be reviewed by the school board. When possible, advance notice of the reassignment will be given to the employee.

SOURCE: Miss. Code Ann. §37-9-14
Jackson Public School District, Jackson, Mississippi

DATE: October 25, 1981

AMENDED: April 16, 1984
July 16, 1990
February 17, 1992
April 19, 1993
November 16, 1998
March 21, 2011

REVIEWED: May 24, 2006
May 7, 2010
December 6, 2016