

### **3.11.1 -- PLACEMENT OF INSTRUCTIONAL PERSONNEL**

Insofar as possible, teachers shall be assigned to positions for which they are best qualified. As soon as teachers are reemployed in the Spring, the Superintendent will submit a list of vacancies to each of the schools in the district to be posted.

Any certified teacher or administrator in the Van Buren School District may request transfer to another grade level or subject matter field (in which certified) at any time. This should be done in writing by sending a letter to the Superintendent to request the transfer. It is not necessary that a vacancy exist when the request is made. A request for transfer in no way guarantees that a particular position will be acquired, but consideration shall be given to qualified teachers already employed by the district if their qualifications are substantially equal to those submitted by applicants new to the district.

Reasonable effort will be made to satisfy personnel needs of the district and the desires of the teacher and/or administrator. All teachers, administrators, and other staff members are subject to transfer or reassignment at the direction of the Superintendent.