

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

The Superintendent will determine the staff necessary for the efficient and effective operation of the district. If a teaching vacancy occurs, the open position and required qualifications and/or certifications will be posted to the district's website. All teachers, administrators and staff are subject to transfer or reassignment at the direction of the Superintendent.

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 or designee 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.

Approved by Board of Education 08/21/12  
Amended by Board of Education 04/10/18