

**Saint Helens  
School District 502**

Code: **GCI/GCIA-AR**  
Adopted: 5/29/02  
Readopted: 5/14/07  
Orig. Code(s): GCI/GCI-AR

**Building Procedure for Licensed Staff Assignment and Transfer**

**Building Assigned Personnel**

All buildings will follow the same procedure for staff assignment within the building and transfer of staff from other buildings.

When a building opening occurs, the building principal has the right to reassign staff within the building as they deem appropriate. Any vacancy, after reassignment within the building, will be posted.

**Building Transfer Procedure**

A request for a transfer to a different building for which the candidate is qualified may be made at any time and shall be made in writing through the district personnel office.

All current employee applicants for a vacancy will be granted an interview.

**District Assigned Personnel**

Special Education/Title I staff are hired as district assigned employees and may be reassigned within the district to fill program needs. The director of special education has the right to reassign staff within the department as is deemed appropriate. Building principals will be consulted prior to changes.

A request for a non-special education position for which a Special Education/Title I candidate is qualified will follow the building vacancy procedures, even if they are currently located in that building.