

PERSONNEL

TEACHER PLACEMENT

The Board of Education considers the appropriate placement of effective teachers as an essential ingredient in promoting student academic growth, in attaining successful educational outcomes for students and in providing quality educational services.

For purposes of this policy, the term "teacher" shall refer to those employees of the district whose employment is regulated by the Teachers' Tenure Act, MCL 38.71 *et seq.* The term "placement" shall include decisions involving the assignment and transfer of teachers as well as decisions involving the filling of vacant teaching positions with on-staff teachers. Those placement decisions are delegated to the superintendent.

Placement does not include staffing decisions made in the context of recall of a teacher from layoff, which decision is governed by district policy 4114 Reduction and Recall of Teachers. Placement also excludes decisions to initially hire or to dismiss or non-renew a teacher, which determinations are reserved to the Board of Education and are not delegated under this policy.

Teacher placement decisions shall be guided by the following standards:

1. These decisions will be premised on staffing the established curriculum with the most effective teachers who are certified and qualified to instruct the courses within the established curriculum, grades and departments.
2. All teachers must be properly certified (or otherwise approved or authorized) for all aspects of their assignment. The certification (or authorization/approval status, as applicable) of a teacher shall be determined by provisions of the Revised School Code, the Teacher Certification Code, the Michigan Department of Education's Rules for Special Education Programs and Services, and other applicable statutes and regulatory authority.
3. Teacher placement decisions shall also be made on the basis of a teacher's qualifications, which shall be determined by the following standards:
 - a. Compliance with applicable state or federal regulatory standards, including, but not limited to, those standards established as a condition to receipt of foundation, grant, or categorical funding.
 - b. Compliance with applicable accreditation requirements.

- c. Assessment of the extent of a teacher's professional training and academic preparation are relevant to an instructional assignment and are predictive of the teacher's effectiveness in that assignment.
 - d. Assessment of the extent to which a teacher's prior teaching experience is relevant to an instructional assignment and is predictive of the teacher's effectiveness in that assignment.
4. In addition to certification and qualifications, teacher placement decisions shall be made on the basis of teacher effectiveness, as determined through the teacher effectiveness criteria established in Section 1248 of the Revised School Code and as articulated in district policy 4114 Reduction and Recall of Teachers.

Legal Reference: Michigan Compiled Laws – MCL
380.11a (K-12), 380.601a (ISD), 380.1233, 423.215,
388.1763, 38.71 *et seq.*

See Also: Board Policy: 4114: Reduction and Recall of
Teachers

Policy

Adopted: 06/11/12

Amended: 01/23/17

Reviewed:

1. Recruitment, Selection, Appointment and Certification:

- A. The Board will seek to employ well-trained, competent personnel who are interested in public education and children. Such personnel will be certified and qualified.
- B. The Board will employ personnel without regard to race, color, national origin, religious belief, political activities, professional association activities, age, marital status sexual orientation or gender.
- C. Personnel possessing a BA or its foreign equivalent may be employed in cases of necessity or where outstanding qualifications are present or if they possess an approval, authorization or permit as granted by the State.

Non-certified employees may also be employed pursuant to Section 1233b of the revised school code.

2. Assignments, Vacancies and Transfers:

- A. All bargaining unit members will have access to tentative assignments electronically at east thirty (30) calendar days prior to the start of the school year. Notice will include the grade level(s), subject matter and the building(s) to which the bargaining unit member is assigned.
- B. Teachers shall be assigned to positions for which they are both certified and qualified, or as set forth in Paragraph 1-C above.
 - 1. Should a teacher be assigned to a position for which s/he is not qualified, such assignment shall be temporary. Every effort will be made such that “temporary” will not extend beyond the current semester.
- C. The first step in staffing the educational program in each year shall be through the assignment and/or reassignment of teachers within a building or department.
 - 1. If a transfer to a different building or reassignment to a different grade/department is being considered after written notification of assignments, the bargaining unit member to be affected shall be notified and upon his/her request, a conference will be held within seven (7) calendar days of said written notification. Once a final decision is made with regard to transfer or reassignment, it shall be in writing, signed by the Superintendent or his/her designee and shall set forth the reasons for the transfer or reassignment.
 - 2. The second step in staffing will be the assignment and/or reassignment of “displaced” teachers. A teacher will be considered “displaced” if his/her position has been eliminated (i.e., the elimination of a program or reduction of a grade) or if s/he is scheduled to return from a leave of absence of one year or longer.

- a. A list of the “displaced” teacher will be developed and shared with the employees by May 15 of each year.
- b. Teachers who are displaced because of the elimination of a program or reduction of a grade will be notified either by letter or by a meeting with administration regarding this change in status by May 15 of each year.
- c. A teacher returning from a leave of absence will be assigned to the position s/he vacated, if available. If that position is not available, the bargaining unit member will be considered displaced.
- d. All anticipated, unfilled positions for the following school year should be listed and shared with displaced teachers by May 15.
- e. Displaced teachers will submit a list of preferred grade level and/or building for the administrators’ consideration in the placement process.
- f. The preferred list shall be submitted to the superintendent or designee within one (1) week of receiving the listing of unfilled positions.
- g. An opportunity for dialogue, between the principal of the building where the position is available and the interested teacher will be provided, allowing both parties to discuss the appropriateness of the assignment.
- h. All displaced teachers will be assigned to unfilled positions prior to any posting, as long as s/he is certified and qualified for said position.
- i. Teachers who are recalled from lay-off will also be assigned to available positions, prior to posting vacancies, as long as they are effective, certified and qualified.

- D. After assignments have been made as provided in paragraph B, any remaining positions shall be considered as vacant and shall be posted and filled.

A vacancy shall be defined as a position in the bargaining unit which the board intends to fill and for which there are no displaced, qualified teachers, and which was vacated or created for one of the following reasons: newly created, retirement, discharge for cause, abandonment, transfer of a bargaining unit member, leave of absence for one year or longer or resignation.

- E. In an effort to maximize the number and quality of candidates applying for positions within Okemos Public Schools, the Board is not required to create part-time positions or maintain part-time positions from one year to the next.

If a current full time bargaining unit member wishes to be considered for part-time status in the following academic year, a request must be submitted to the building administrator no later than March 15. Likewise, if a full time bargaining unit member who voluntarily opted for part-time status wishes to return to full time status in the next academic year, a request must be submitted no later than March 15.

- F. When an involuntary transfer to another building is necessary, the factors that will be considered will include but not limited to teaching experience in that position or a related position, educational and staff needs of the receiving and sending schools and the number of transfers within the previous two (2) years will be considered. Where all other factors are equal, the least senior teacher from the sending school, who is certified and qualified, will be transferred, unless the involuntary transfer is being imposed for purposes of remediation to address a concern regarding competency or performance.
- G. In filling vacancies the administration will follow the following procedure:
1. Prior to posting any vacancy, every effort will be made to assign displaced teachers. In specific instances, it may be necessary to post a vacancy prior to placement of the displaced teacher.
 2. Whenever a vacancy occurs in the bargaining unit and the vacancy is to be permanently filled, the Board shall post the vacancy in each school building for a minimum of seven (7) calendar days. The position may be posted for 2-3 business days during the first three (3) weeks of the school year or under special circumstances that require the administration to expedite the hiring process.
 3. In an effort to minimize disruption to students and to programming, should a vacancy occur on or after the first day teachers report to work, it will be considered a “temporary” position and may only be posted externally. In May of that academic year, the “temporary” position, as originally posted, will be posted internally as a vacancy for the following school year if the position still exists. In the event another bargaining unit member is selected to fill the vacancy, the bargaining unit member who held the “temporary” position will be eligible to apply for other vacancies as they exist.
 4. During the summer months when school is not in session, the following procedures in addition to the procedures heretofore, shall be followed:
 - a. The human resource department will continue to send notices of vacancies to bargaining unit members’ school e-mail address.
 - b. Any bargaining unit member so notified shall have the responsibility to contact the Human Resource Office indicating an interest in said position within three (3) business days of receiving such notification, unless otherwise specified in the specific notice of vacancy.
 5. The building administrator will interview bargaining unit members who responded to the posting of a specific vacancy, as well as outside applicants. Administration may include staff members in the interview process. The staff on the interview team will be selected by the building administrator. The committee will act in an advisory capacity, with the administrator making the final hiring decision.

6. If qualifications and other relevant factors are equal, current employees will be given preference for a vacancy over an outside applicant. Relevant factors include, but are not limited to: degrees, educational and staff needs, evaluations, discipline major, minor, specific area of certification, and teaching experience at grade level or subject area.

Regulations: January, 2017