

ASSIGNMENTS

POSITIONS ASSIGNMENT

The basic consideration in the assignment of professional personnel in the Evangeline Parish Schools is the well-being of the program of instruction. The appropriateness of the assignment will have a significant impact on the morale of the professional staff and the effectiveness of the total educational program.

It is the policy of the Evangeline Parish School Board that teachers, administrators, supervisory personnel, and other employees of the Board be assigned on the basis of their qualifications, the needs of the system, and their expressed desires. Primarily, personnel shall be assigned in accordance with the needs of the school system in order to provide each school with the best qualified staff and to facilitate the highest quality educational program possible for the school system.

In the case of vacancies in new or existing positions, favorable consideration shall be given to qualified applicants among current employees. The Superintendent shall have the authority to make tentative assignments and transfers subject to Board approval.

The Superintendent is authorized to make personnel adjustments after the opening of school as necessitated by changes in registration of students in order to stay within teacher allocation guidelines and to meet the needs of the schools.

In order to avoid conflicts of interest, or the appearance of same, no employee shall be assigned to a position that would require that employee to be directly supervised by an immediate family member. The above provision, however, does not apply, in accordance with statutory provisions, to an immediate family member of an athletic director of a school, which may employ an immediate family member as a coach where he/she is athletic director. ***Immediate family members*** include the person's children, the spouses of the person's children, the person's brothers and their spouses, the person's sisters and their spouses, parents, spouse, and the parents of the person's spouse.

For purposes of this policy, principals shall be considered to directly supervise all programs operated at their school; therefore no immediate family member of any principal shall be employed by the School Board to work in any program operated at his/her school. Also, the department head shall be considered to directly supervise all operations in the department.

CLASS ASSIGNMENT

Principals shall be responsible for assigning teachers to classes within their respective schools with the goal of balancing areas of certification throughout the school. Except

in extenuating circumstances, the principal shall notify the teachers of their anticipated assignment for the following school year prior to the opening of school. Teachers who wish to request reassignment for the subsequent school year may do so provided such request is submitted prior to the close of the school year. Principals shall give every consideration to teacher requests for assignment to a particular grade level and/or subject area for which a teacher is certified and qualified.

A teacher shall be notified by the principal of any change in assignment as soon as possible.

Ref: La. Rev. Stat. Ann. §§17:81, 42:1119; Board minutes, 8-3-79, 5-6-98, 2-3-99.