

ASSIGNMENT OF TEACHERS

It is the policy of the Holdenville Board of Education that the superintendent and building principal shall cooperatively determine the assignment of teachers. Assignments shall be based upon the requirements of positions, the qualifications of teachers, and their expressed desires. When it is not possible to meet all three conditions, personnel shall be assigned first in accordance with the needs of the school district; second, where the administration feels the employee is most qualified to serve; and third, as to express preference of employees. Upon the receipt of a written request, current teachers may be considered for vacancies.

No new assignments will be made which places one member of a family in direct supervisory or evaluative relationship with another member of his/her immediate family.

Nothing in this policy shall be construed to prevent an existing staff member from being promoted to an administrative position, which would place him/her in a direct supervisory or evaluative relationship with another member of the immediate family. However, a transfer of the other family member will be made by the board of education as soon as possible.

All teachers shall be given notice of any change in their assignments for the forthcoming year. The superintendent may establish regulations governing the assignment of teachers and other professional personnel if he so chooses.

Throughout the school year, teachers shall be assigned to additional, temporary duties. Such duties may include but will not be limited to the following:

- 1.** Hall duty
- 2.** Playground duty
- 3.** Gate duty
- 4.** Cafeteria duty
- 5.** Bus duty
- 6.** Athletic event duty
- 7.** Other duties as directed by the principal