

Para Educator Transfer/Placement/Reduction Guidelines

Voluntary Transfers-

All job openings in the bargaining unit will be posted for a minimum of 5 working days for both internal and external applicants. Once the 5 days have lapsed the job opening can be reopened for external applicants' consideration only. Upon posting, an email will be sent for notification of the posted vacancy.

To be eligible for transfer, a para must have completed their probationary period, and have not transferred within the current school year.

Positions are filled with the most qualified candidates. Internal and External candidates can be interviewed simultaneously, the top 2 most senior eligible and qualified candidates must be interviewed for the position. If an internal candidate is not selected, candidates can request, in writing, a reason as to why they were not selected.

Employees are limited to one voluntary transfer per school year. Successful voluntary transfers will be moved to their new position within 10 workdays of notification of their successful transfer.

Realignments-

A realignment is a movement of staff within the same building and job classification. If there is a para vacancy within the same building, a para can realign into that position. The building principal will communicate the vacancy to staff, and the most senior para interested can be realigned, prior to the vacancy being posted.

Involuntary Transfers-

An involuntary transfer occurs when there is any employee movement that is not initiated by the employee.

Any employee should be notified in writing within 5 working days prior to the effective date of transfer. When an involuntary transfer is to be made, the least senior employee should be transferred unless a more senior employee expresses, they would like to take the involuntary transfer. No employee shall be assigned to a position for reasons deemed to be arbitrary, capricious or without basis of fact.

Building Staff Reduction Procedures-

In the event of a building staff reduction, the following procedures shall be used:

1. The least senior employee within the building shall be reduced and placed into the pool. From the pool they will be placed into another vacant position.
2. If no such vacancy exists, then the employee shall displace the employee, if any, least senior to him/her providing they can do the work.
3. If there is no such vacancy or employee as defined above, then the employee would be placed on layoff.

Reductions/Building Closures/Building Reconfigurations-

If the Davenport Community School District closes, consolidates, or reconfigures a building which would result in reduction or transfer of staff, the parties shall agree upon a special staffing procedure for reassignment for displaced personnel.

A plan would be discussed for any staff reductions that would result in loss of employment.

Pool Placements-

Pool Placements should happen prior to employees receiving their assignment letter for the following school year.

All pool placements will be made by seniority to the positions in which they are qualified. No employees will be placed into a Health Para position due to the additional qualifications needed for oversight by a nurse. Paras will be called at their building for placement in which they will have 30 minutes to decide and/or return a phone call. If the time lapses, they will then be placed into a position, and the next most senior pool candidate will be called.

All paras returning from an extended leave of absence will be placed in the pool. If pool placements have already been completed, they will be placed in a position in which they are qualified.

Summer Staffing-

Summer positions will be posted for internal consideration for a minimum of 5 workdays. Upon closing of the positions, the following is to be considered for staffing:

1. Those employees that have the most district seniority in their home building will be selected for those locations. Home Building is defined as the building in which the employee is currently assigned.
2. IEP requirements will be considered based on student needs.
3. Attendance, and performance issues will be considered. If there are concerns regarding a more senior applicant, the next most senior applicant from the home building will be considered.
4. If there are no senior applicants from the home building, the most senior district applicant would be selected for the role.

District Reductions/Building Closures/Building Reconfigurations-

If the Davenport Community School District closes, consolidates, or reconfigures a building which would result in reduction or transfer of staff, the parties shall agree upon a special staffing procedure for reassignment of displaced personnel.

A plan would be discussed for any staff reductions that would result in loss of employment.