

**PROFESSIONAL PERSONNEL
TRANSFER**

- I. When vacancies occur in new or existing positions (administrative and professional positions as per the Lafayette Parish School System salary schedule), such vacancies will be made known to all employees and anyone who possesses the qualifications for the position may apply. First consideration will be given to qualified applicants from among current employees.
- II. In the event a school is closed or its grade organization changed, the personnel of that school will receive preference in other school assignments for which they are qualified.
- III. In Court desegregation decisions and reduction in staff due to reduced enrollments in determining who will be transferred in the case of non-voluntary transfers, the employee who will be transferred is the one who has the least time of service in the position from which the transfer is made.
- IV. Any person in accepting a physical education teaching assignment for any given year, whether the assignment involves a new teacher or one who has been teaching physical education, may be required to accept a coaching responsibility. A person not accepting a coaching responsibility may be transferred into another area of certification or to another school.
- V. Licensed Practical Nurses (LPNs) who serve medically fragile children with disabilities will be reassigned to a new school/student as needed. These transfers will ensure that nursing services provided to students with complicated medical issues will be maintained at the highest level. The LPN staff will be assigned according to a schedule which takes into consideration a medical level of care rating maintained by the Director of Special Education, the Program Supervisor and the Special Education Registered Nurses.

Adopted: 7/18/79

Revised: 9/3/80

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