

## CERTIFICATED EMPLOYEE ASSIGNMENT

Determining the assignment of each certificated employee is the responsibility of and within the sole discretion of the board. In making such assignments the board shall consider the qualifications of each certificated employee and the needs of the school district.

It shall be the responsibility of the superintendent to make recommendations to the board regarding the assignment of certificated employees. All extra duties, such as coaching or sponsoring extracurricular activities, are assigned at-will, and may be terminated, non-renewed, suspended or amended by the board at the recommendation of the superintendent without cause. Extra duty work that qualifies for additional compensation will be paid on a prorated basis for work already performed at the time of the change in duty assignment.

Unless emergency situations prevail, all staff vacancies, certified and classified, will be posted in designated offices or work areas. Current employees may apply for existing vacancies by writing a letter of interest to the administrator identified on the posting notice.

If the situation permits, current employees will be granted an interview for other positions for which they are qualified. However, the school district does not regard it an obligation to guarantee current employees priority consideration over candidates not currently employed by the school district.

Attempts will be made to determine duty assignments of staff members at the time of the issuance of contract for certified personnel or at the time the board of education approves the continued employment of classified personnel, but such determinations are subject to change as conditions may dictate.

Any requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding assignment of such employees shall be followed.

Legal Reference: Neb. Statute 79-839

Cross Reference: 201.01 Board Powers and Responsibilities

Approved July 14, 2014 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_