

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: GEC, GFB, GFB-RA

Responsible Office: Human Resources

Transfer or Reassignment of Teachers (Salary Schedule A through D)

I. PURPOSE

To outline the procedures for transferring or reassigning teachers (salary schedule A through D)

II. PROCEDURES

Current Agreement between the Montgomery County Education Association and the Board of Education of Montgomery County

A. Voluntary Transfers

See current Agreement between Montgomery County Education Association and the Board of Education of Montgomery County.

Out-of-Field Assignments

1. Occasionally it is necessary to assign staff to teach a subject for which certification requirements have not been met. A principal also may assign a teacher to no more than two periods out-of-field without the need for additional course work, as defined by *No Child Left Behind* requirements. For most subjects a principal may make an out-of-field assignment of more than two periods up to one year without requiring course work in the field. If the course contains potential safety hazards, such as chemistry lab, physical education, food preparation, technical, or technology education, an out-of-field request recommended by the Office of School Performance must be approved by the Department of Recruitment and Staffing. These requests must include the steps the principal will take to assure that safety precautions have been taken and that a sound instructional program is maintained.
2. If an out-of-field teacher continues teaching in an out-of-field assignment for more than two periods and for more than one year, all certification

requirements are expected to be met at the rate of six semester hours per year, as defined by *No Child Left Behind* requirements. It is the responsibility of the teacher to contact the Department of Recruitment and Staffing for an evaluation to determine the needs in the new field.

B. Involuntary Transfers

See current Agreement between Montgomery County Education Association and the Board of Education of Montgomery County.

1. The principal/director will notify the Office of Human Resources (OHR) and the affected unit member of the unit member's involuntary transfer as soon as possible.
2. The respective principal/director will notify the unit member of the reason for the transfer.
3. Unit members being involuntarily transferred may review the vacancies posted in an electronic vacancy database on the Web. Unit members may post their resumes in the electronic resume mail folder.

Regulation History: Formerly Regulation No. 460-4, August 18, 1978, revised February 1986, amended by the Agreements Between the Board of Education and MCCSSE (1984-87) and MCEA (1984-87), and MCAASP (1985-88); revised June 5, 2006.