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**AURORA PUBLIC SCHOOLS**  
**Adopted April 1977**  
**Revised April 1997**  
**Revised November 2007**  
**Revised December 2013**

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**APS Code: GCK**

### **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

Licensed personnel shall be assigned and reassigned as needed in a manner determined by the principal, chief personnel officer or designee and consistent with the Master Agreement between the district and the Aurora Education Association, which includes the principal's consent for all transfers. The following transfer categories require approval by the Board of Education:

1. Transfer from one building to another;
2. Transfer from one position category to another (i.e., teacher to counselor, teacher to administrator, administrator to teacher); and
3. Transfer from one organizational level to another (i.e., elementary to middle school, middle to high school).

The following reassignment categories are not considered transfers and do not require approval by the Board of Education:

1. Reassignment to a different grade level or area of instruction within a building; and
2. Reassignment of special teachers and special education teachers within their area of expertise.

The three consecutive school years of demonstrated effectiveness and continuous employment required for the probationary period is not deemed interrupted if a probationary teacher accepts the position of superintendent. However, the period of time during which a probationary teacher serves in such capacity will not be included in computing the probationary period.

Note: See Master Agreement, Article 18

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**AURORA PUBLIC SCHOOLS**  
**Approved October 1977**  
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**Revised September 2008**

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**APS Code: GCK-R**

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

### **Assignment and Transfer of Professional Development Information**

When a licensed employee is transferred from one position to another in the District and is assigned to a new immediate supervisor, the previous supervisor will forward to the newly assigned supervisor all matters pertaining to that employee's professional development (professional growth plans, job targets, classroom observations, evaluations, etc.).

### **Administrative Staff Transfer/Building Files Deposition**

An administrator being transferred is responsible for familiarizing her/his replacement with the duties of the job and remaining readily available for consultation by the replacement.

When an administrator is transferred from one building or position to another in the District, the administrator shall organize and clearly label all files relating to the position and/or building being vacated. The transferring administrator shall familiarize the new administrator with the contents of such files. The administrator being transferred shall take with her/him only those files and equipment of a personal nature.