**STAFF ASSIGNMENT AND TRANSFER**

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all teaching and other professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements and certification requirements. She/He shall establish an audit procedure to ensure that each instructional staff member's certificate is currently in compliance with appropriate State certification criteria and has not been nullified.