

**LA JOYA INDEPENDENT SCHOOL DISTRICT  
High School Campuses 2008-2009  
Reassignment/Transfer Guidelines/Timelines  
Professionals**

**La Joya Juarez Lincoln  
High School**

**La Joya Palmview  
High School**

1. The Office of Human Resources will announce the district's reassignment process on or before February 8, 2008. This will be done during campus staff meetings.
2. Any teacher may request a transfer to any High School. If no transfer request is submitted, the district will place teachers where needed.
  - Transfers from each of the current high schools will be considered per content area as well as:
    - \* Certification
    - \* Campus needs
    - \* Seniority
  - A limit of 2 Dual Enrollment teachers per content areas will be approved.
  - Consideration will also be given to the experience and certification factors within departments.
  - Campus need will determine any additional staff.
3. Employees will have until February 22, 2008 so submit requests for reassignments/transfers to the Office of Human Resources. These requests will be reviewed at the Office of Human Resources.
4. Principals and staff will be formally notified through the Office of Human Resources of their approved reassignment/transfers by March 7, 2008.
5. Transfer request from all other schools will be considered only after reassignments are finalized for school affected.