

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

PROPOSED REVISIONS: 4.6.2026

Note: ~~This local policy has been revised in accordance with the District's innovation plan.⁴~~

**Superintendent's
Authority**

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

**Campus
Assignments**

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

~~In accordance with the District's local innovation plan exemption regarding SBEC certification [see DBA], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a hard-to-fill position, including but not limited to, Texas Education Agency (TEA)-approved shortage areas, such as mathematics, science, languages other than English (LOTE), and career and technical education (CTE). In addition, the Superintendent shall have the authority to approve the principal's request to assign a certified teacher to teach up to one course outside his or her certified field(s). All other teaching assignments shall require certification in accordance with state law. [See DBA]~~

Supplemental Duties

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

**Work Calendars and
Schedules**

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

⁴ ~~Innovation Plan: <https://www.terrellisd.org/>~~