

## **Retraining for Changes in Assignment**

The District and the SMMCTA recognize the benefit of planning changes in assignments as far in advance as possible. In the case of a change in assignment, a teacher may request the development of an individual retraining plan with the immediate supervisor of the new assignment or the Assistant Superintendent, Human Resources. Whenever possible, the plan shall be initiated prior to the change in assignment. The plan shall include one or more of the following components:

1. release time for classroom visitations;
2. attendance at job-related conferences;
3. assistance provided by department heads and/or principals;
4. opportunities to become practice teachers and/or observers in summer school classes. Summer school participation by the teachers with changes in assignment may be utilized for salary advancement credit according to calculations based on hours of participation in relationship to university credit; and,
5. other effective means of retraining.