

Administrative Procedure 424

TEACHER TRANSFERS

Background

Shifting student enrolments, program changes, financial considerations or other influences may necessitate the occasional transfer of staff within the Division.

The Division believes that occasional transfer of teachers within the Division promotes collegiality and benefits students; therefore the Superintendent may transfer teachers from one school to another within the Division.

Procedures

1. Consideration for a transfer may be initiated by:
 - 1.a A teacher requesting a transfer from one school to another. Such requests are to be made in writing and submitted to the Superintendent of Schools by March 01.
 - 1.b A Principal requesting the transfer of a teacher to the Superintendent of Schools.
 - 1.c Senior Administration requesting a staff transfer.
2. Teacher transfers will be carried out in accordance with the School Act and the Collective Agreement.
3. The following factors will be taken into consideration by the Superintendent of School when considering a transfer request:
 - 3.1 The reason given; by the person initiating the transfer;
 - 3.2 The goal, purposes and needs of the Division as a whole;
 - 3.3 The goals, purposes and needs of the school or schools affected by the transfer;
 - 3.4 The needs of the program and grade levels of the schools concerned; and;
 - 3.5 The experience, interests and educational training of affected teacher;
 - 3.6 Other considerations deemed relevant by the Superintendent of Schools.



4. Prior to a transfer being effected, the Superintendent of Schools or designate will provide the teachers affected and the principals of the affected schools with an opportunity to discuss the proposed transfers.

Note: Where a teacher objects to the transfer, the teacher may request a hearing before the Board in accordance with section 104 of the School Act.

Reference: Section 60, 61, 104, 113, School Act
Policy 14 – Hearings on Teacher Matters
Collective Agreement

