

Administrative Procedure 407

ASSIGNMENT AND TRANSFER OF TEACHERS

Background

The appropriate placement of members of the teaching staff is a major consideration in delivering a quality education program. Therefore it may be necessary to transfer members of the teaching staff in order to facilitate program, student and staff needs.

Procedures

1. Once the total teaching staff has been determined for a school, it is the responsibility of the Principal, in consultation with the individual staff member, the Deputy Superintendent and other special program supervisors, to assign educational responsibilities in consideration of the needs of the instructional program and in accordance with any criteria identified by the Superintendent.
2. The Deputy Superintendent is responsible for coordinating teaching staff assignments and transfers as follows:
 - 2.1 Opportunities for transfers within the division will be advertised in the schools and will identify any special interests or skills that are necessary to meet student and program needs.
 - 2.2 Staff members wishing to be considered for a transfer shall advise the Deputy Superintendent in writing from the teaching staff on or before March 1.
 - 2.3 Administrative meetings will be scheduled with school and division administration to consider any requests for transfer by staff members.
 - 2.4 After transfers have been considered, the Deputy Superintendent will notify the staff members of the decision through personal contact and in writing.
3. In the event that it becomes necessary to transfer staff members that have not applied for, or requested, a transfer, the following shall apply:
 - 3.1 School and divisional administration shall meet and identify the requirements of the educational program and the need to consider and recommend the transfer of teaching staff members.

- 3.2 The following criteria shall be used to determine and recommend the transfer of members of the teaching staff:
 - 3.2.1 Student and program needs as identified by the administration.
 - 3.2.2 Experience, interests and training of the staff member.
 - 3.2.3 Contribution the staff member can make in the new position.
 - 3.2.4 Opportunity for professional growth.
 - 3.2.5 Balanced and equitable staffing for each school in the division if terms of teacher experience, general qualifications and background.
 - 3.2.6 Preference of the staff member, the prospective Principal and the immediate supervisor.
 - 3.2.7 Length of service in the system.
4. Staff members will be consulted prior to any notice of transfer being given and the needs of the system and the individual staff member discussed. An opportunity will be provided for the staff member to express any concerns with the transfer to the Superintendent.
5. Transfers of existing staff will be considered prior to employing new teachers within the division.
6. Transfers of teaching staff members will usually be undertaken at the end of the school year whenever possible. However, there may be occasions when a transfer may need to be made during the year.
7. Reasonable efforts will be made to minimize any negative impact on staff members due to factors such as travel distance and the location of the school.
8. A staff members wishing to request a hearing before the Board in order to object to a transfer shall do so in accordance with Board Policy 13 – Hearings on Teacher Matters.