


Administrative Procedures 425

Transfer/Reassignment

		Adopted: June 28, 2011 Amended: July 24, 2018
	External References: <ul style="list-style-type: none">• Education Act: Sections 85, 174, 175, 200	Internal References:

Background

Transfers within the Division are used to best utilize the professional strengths of the teacher and to best serve the needs of the students and schools within the Division.

Procedures

1. In-School Reassignments

- 1.1 Principals are to consider all in-school reassignments first when staffing their schools.
 - 1.1.1 Reassignments within the school may be requested by a teacher.
 - 1.1.2 Based on the needs of the school, the principal may initiate a reassignment with the school.
 - 1.1.3 No reassignment within the school is to be made without discussing and informing the teachers involved.
 - 1.1.4 The principal is responsible for the in-school assignments.

2. Teacher Initiated Request

- 2.1 Teacher initiated transfers may be as a result of interest expressed for any position.
- 2.2 Interest may be expressed via completion of the Teacher Survey as forwarded by Human Resources, however all teachers requesting a transfer must formally apply for the advertised position.
- 2.3 The Director, or designate, and Principal are to consider all requests for transfers which result from the advertisements.

3. Division-Initiated Transfers

- 3.1 Consideration of reassignments of teaching duties through transfer to another school may be initiated by the Director, or designate, in consultation with the Principal.

4. Transfer of In-School Administrators

- 4.1 Principals and vice-principals may request a transfer from their current assignment through written application to the Director, or designate, or by application for an advertised position.
- 4.2 The Director may initiate transfers of in-school administrators.

5. Disputes

- 5.1 Any teacher disagreeing with a transfer is encouraged to discuss the issue with their immediate supervisor. If unresolved, the teacher is encouraged to discuss with their Superintendent of Education with responsibilities for school operations.