


## Transfer/Reassignment

		<b>Adopted:</b> June 28, 2011 <b>Amended:</b> August 9, 2019
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 174, 175, 200</li> </ul>	<b>Internal References:</b>

## 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.

### 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.