



STAFF ASSIGNMENT AND TRANSFER – CERTIFICATED

Background

Professional staff may be transferred to meet program, student, or staff needs as determined by the Superintendent.

Procedures

1. In deploying and transferring professional staff, any or all of the following criteria will be considered:
 - 1.1 Student and program needs as determined by school and Division administration.
 - 1.2 Experience, interests, and training of staff members.
 - 1.3 Teacher request.
 - 1.4 Other considerations deemed relevant by the Superintendent.
2. Transfers of professional staff under contract with the Division may be considered before external appointments are made.
3. Transfers of professional staff will usually be undertaken in the spring of each year to facilitate appropriate staff assignments for the following school year. Transfers during the school year will only be considered if extenuating circumstances are sufficient to support this action.
4. Principals/Assistant Principals
 - 4.1 Principals may be assigned to a different school every four to seven (4-7) years. The Superintendent will consult with the Principals affected regarding the potential moves that are available.
 - 4.1.1 Once the Superintendent has made a decision, the Superintendent shall advise the Board of administrative reassignments of Principals.
 - 4.1.2 These reassignments will take into consideration Division, school, and individual Principal needs.
 - 4.2 Assistant Principals may be assigned to a different school every three to five (3-5) years.
 - 4.2.1 The Superintendent will consult with the Assistant Principals affected regarding the potential moves that are available.
 - 4.2.2 The Superintendent, in consultation with the Principals involved, will make a decision in this regard.



- 4.2.3 Once the Superintendent has made a decision, the Superintendent shall advise the Board of the administrative reassignments of Assistant Principals.
- 4.2.4 These reassignments will take into consideration Division, school, and individual Assistant Principal needs.
- 5. The Superintendent has the right to extend the length of assignment of a Principal or Assistant Principal beyond what is stated in this administrative procedure should this be deemed appropriate, given Division and/or school circumstances at a particular time.
- 6. Staff members wishing to appeal a transfer must:
 - 6.1 Inform the Superintendent, in writing, within seven (7) days of receiving a transfer directive, indicating:
 - 6.1.1 Their concerns with the proposed transfer and a request to have a hearing before the Board;
 - 6.1.2 Their perception of how the transfer meets or does not meet the transfer criteria; and
 - 6.1.3 Their preferred placement for the coming year.
 - 6.2 After receiving letters of concern, the Superintendent will indicate to the staff member(s) the procedure that will be followed in considering their appeal. This process will be outlined in writing to the affected staff member(s) and administrator(s) within fourteen (14) days of receiving the appeal letter(s), and indicate a date and time for the staff member(s) to present their objections to the Board.
- 7. The Superintendent is responsible for coordinating professional staff assignments and transfers.
- 8. The Superintendent will obtain transfer requests from the professional staff by May 1.
- 9. Administrative meetings will be scheduled for school and Division administration to consider and recommend transfers of professional personnel.
- 10. Where there is uncertainty as to who may wish to transfer to a position, or where special interests or skills are necessary to meet student and program needs, the assignment may be advertised in the schools.
- 11. After transfers have been identified the Superintendent will notify affected staff of the transfer in writing.



Reference: Section 18, 33, 52, 53, 196, 197, 204, 213, 214, 215, 218, 222 Education Act
Policy 14 – Hearings on Teacher Matters
Collective Agreements