

ADMINISTRATIVE PROCEDURE NO. 416**STAFF TRANSFERS****Background**

Under the School Act, the Superintendent may transfer a teacher from one school to another school operated by the Board at any time during the school year. The Board believes appropriate placement of teachers is a major consideration in delivering a quality education program. Therefore, it may be necessary to transfer teachers in order to facilitate program, student and staff needs.

Procedures

1. Employee transfers shall be the responsibility of the Superintendent or designate in consultation with the school principal.
2. Once the total teaching staff has been determined for a school, it is the responsibility of the principal, in consultation with the individual teacher, the Superintendent and other special program supervisors to assign educational responsibilities in accordance with the educational needs of the instructional program and in accordance with any criteria identified by the Superintendent.
3. Teachers are hired to the division rather than a specific position or school. In deploying and transferring staff, any or all of the following criteria shall be considered:
 - a. Student and school needs as perceived by division administrators,
 - b. Experience, training and interests of the teacher,
 - c. Contribution the teacher can make in the new position,
 - d. Opportunity for professional growth,
 - e. The need for balanced and equitable staffing for each school in the division in terms of staff experience, general qualifications, and background,
 - f. The preference of the teacher, the prospective principal, and the immediate supervisor.

4. Teachers will be consulted prior to any notice of transfer being given with 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 with the Superintendent.
5. Transfer of qualified teachers with a continuous contract may be considered before assignments are offered to outside candidates. Transfers are subject to availability of a suitable position and the suitability of the teacher to the position.
6. Teacher transfers will usually be undertaken in May and June to be effective for school opening in the following school year. However, there may be occasions when a transfer may need to be made during the school year.
7. Reasonable efforts will be made to minimize any negative impact on teachers due to factors such as travel distance and the location of the school as per the Collective Agreement.
8. An appeal of the transfer may be made in accordance with the School Act and Board Policy 7: Hearings on Teacher Transfers.