

Administrative Procedure 402 TEACHER TRANSFER

Appropriate placement of professional staff is a major factor in delivering quality education programs. Transfers of professional staff may be required to facilitate program, student and/or staff needs.

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 perceived by school and Division administration;
 - 1.2 the experience, training and interests of the teacher;
 - 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. Teachers on staff may request transfers within the Division by completing Form 402-1. The following process shall take place to ensure fairness to individual teachers, schools and school administration:
 - 4.1 Transfer requests will be submitted annually to the Deputy Superintendent by March 31st.
 - 4.2 Teacher transfers will not be considered for temporary positions.
 - 4.3 The teacher is required to notify their present principal of the intended transfer request.
 - 4.4 The Deputy Superintendent will review qualifications of individuals requesting transfer.
 - 4.5 The Deputy Superintendent will work with Principals when positions become available to determine the suitability of a transfer.
 - 4.6 Teachers with continuous contracts who are under the evaluation process will not be considered for transfers.
 - 4.7 All transfers will be approved by the Superintendent.
 - 4.8 Upon the Superintendent's notification of transfer, by the second week in June, a teacher will have (2) working days to withdraw their request to transfer.

5. A teacher may appeal a transfer within seven days of receiving the directive by writing a letter to the Superintendent stating:
 - 5.1 concerns with the proposed transfer and/or requesting a hearing before the Board;
 - 5.2 perceptions of how the transfer meets or does not meet the transfer criteria; and preferred placement for the coming year.
 - 5.3 Within fourteen days of receiving the appeal letter, the Superintendent shall advise the staff member in writing of the appeal procedure and indicate a date and time for the staff member to present objections to the Board. The decision of the Board shall be final.

Reviewed/Revised: March 2014 February 2024

Reference: Sections 52, 53, 119, 222 Education Act
Policy 16 - Hearings on Teacher Transfer
ATA Collective Agreement