



AP 507- Teacher Transfers ~ Administrative Procedures Manual

BACKGROUND

This administrative procedure is intended to outline the process used by the North East School Division when teachers are requesting or directed to be transferred to another community or school within the school division. The procedure is intended to give consideration to each transfer request, takes into account the staffing requirements of individual schools and the school division as a whole.

PROCEDURES:

Teacher Initiated Transfers:

1. Teachers wishing to transfer to another school will fill out a teacher transfer request form and submit it to the Human Resources by January 30 of the current academic year. The form provides information about the requested assignment, the requested school and information about the teachers' current assignment, training and experience.
2. As part of the regular staffing process, the Superintendents of Learning and the Superintendent of Human Resources will review all transfer requests to determine if there are positions available.
3. If positions are deemed available, each transfer request will be reviewed to determine if the teacher transfer candidate has the fit, training and skills necessary for the available position.
4. Upon review and subsequent approval from step 3, a consultative process will ensue between the Superintendent of Learning and the receiving school principal. This process will give the receiving principal input into the transfer process and insight to assess the teachers fit into the school culture.
 - a. If desired, the receiving school principal may arrange for a meeting to further assess the fit, skills and abilities of the transferred teacher.
 - b. During this process, if the receiving principal identifies concerns with the transfer as a result of this consultative process, the principal shall notify the Superintendent of Learning of the concerns with the transfer.
4. The views of School Principals will be given significant weight; however the final decision concerning transfers rests with the Superintendents of Learning who will take into account the needs of the school division as a whole.

Note: Teacher initiated transfer requests are considered discretionary. As such, they are at the discretion of the school division and can be denied at any point throughout the process.

Division-Initiated Transfers:

1. Consideration of reassignments of teaching duties through transfer to another school may be initiated by the appropriate Superintendent of Learning or the Superintendent of Human Resources.
 - i. The decision to transfer is to occur following consultation with the teacher. The consultation is to consider:
 - An indication of what is to be achieved through the transfer
 - Reasons transfer is selected



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- Travel distance
- ii. Any teacher having a disagreement with a teacher transfer is to attempt to settle the disagreement through appropriate channels, either administratively, through the local teachers association, or both.
- iii. If the dispute is not resolved, the teacher may refer the dispute for disposition under the provisions of The Education Act, 1995.

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