

# CERTIFIED STAFF TRANSFERS

### Background

The Superintendent believes circumstances will arise from time to time whereby it is necessary or desirable to transfer certified staff from one school in the Division to another school in the Division.

The Superintendent believes the assignment of instructional responsibilities to teachers is an administrative matter.

### Procedures

Certified staff assignment changes may occur as a result of any of the following and will be subject to the conditions of each.

1. Internal assignment changes within the school should consider the:
  - 1.1 Training of the teacher;
  - 1.2 nature of the program;
  - 1.3 health and welfare of the students;
  - 1.4 total school staffing and student selection patterns; and
  - 1.5 competencies of the teacher.

The authority of such changes rests with the school-based administration.

2. Division Initiated Transfers - As per the School Act, the Superintendent is authorized to transfer certified staff on the basis that the Superintendent inform the Board of all actions taken under this section.
  - 2.1 The Superintendent shall give written notice of transfer to the certified staff member(s). Such notice shall outline the specifics of the transfer and the rights of appeal open to the certified staff member.
3. Certified Staff Initiated Transfers - Certified staff members may request by March 30<sup>th</sup> to be transferred from one school to another within the system.
  - 3.1 When the certified staff member is a non-administrator, the principals of the potential schools involved will be consulted with respect to the placement of the certified staff member requesting a transfer.
  - 3.2 When the certified staff member is an administrator, the Superintendent will consult with other principals with respect to the placement of the certified staff member requesting a transfer.
4. Principal Initiated Transfers - Some certified staff transfers may be initiated by the Principals. Before initiating the request to have a certified staff member transferred, the Principal shall have identified to the certified staff member in writing, the reason for making the request. The Principal must also discuss the situation with the certified staff member concerned. A Division level administrator will consult with the certified staff member(s) involved as to possible openings. They will have the certified staff member visit the school and the Principal to discuss possible placement in such openings.