

Administrative Procedure 414

TRANSFERS

Background

Transfers within the Division are used to make the most efficient use of staff and are predicated on the principle to satisfy the needs of students, staff and schools in the Division.

The following criteria form the basis for a transfer:

- Need to meet the core goals of the Division;
- Need to meet the needs of a particular school (i.e. enrollment changes, program requirement changes, special projects, etc.);
- Need to utilize special skills or competencies of an individual teacher or other employees;
- Need by a teacher or other employee to experience alternative settings in order to grow professionally and/or personally;
- Need to provide for an alternative opportunity for a teacher or other employee who may be experiencing difficulty in a current assignment. These difficulties may be of such a nature that they are not of the teacher's or other employee's own making or that a "new" beginning could overcome. The teacher or other employee would possess those competencies and qualities that are considered desirable to the Division.

Procedures

The Director will consider applications from staff for transfers within the Division subject to the following:

1. Transfers of teaching and other personnel shall normally occur at the end of the school year.
2. Updated written recommendations may be required by the Principal and Superintendent of Education or other relevant administrator for their schools being considered for transfer by teachers or other employees within the Division.
3. All employees requesting transfers shall be required to fill out the Notice of Intent to Transfer form along with a written recommendation from their immediate supervisor.
4. Once the above documentation is in place employees will be required to follow the personnel staffing protocol as outlined in Administrative Procedure 400.
5. It will be the responsibility of the employee seeking the transfer to apply for the position once it is advertised.

Reference: Sections 85, 87, 108, 109, 110, 174, 175 Education Act

Human Rights Code