



### TEACHER TRANSFERS

This administrative procedure is intended to outline the process used by the North East School Division when teachers are transferred to another teaching position within another community or school within the school division. The transfer may be initiated by either the Board of Education or the teacher. The procedure is intended to give consideration to each transfer request and 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 the Teacher Request for Transfer Form and submit it to Human Resources by January 31 of the current academic year. The form provides information about the requested assignment, school and information about the teachers' current assignment, training and experience.
2. As part of the regular staffing process, the Superintendent of Human Resources will review all transfer requests to determine if there are positions available.
3. Each transfer request will be reviewed to determine if the teacher transfer candidate is suitable and has the proper training and skills necessary for positions that may be available.
4. Upon review and subsequent approval from step 3, a consultative process will ensue between the Superintendent of Human Resources and the receiving school principal. This process will give the receiving principal input into the transfer process and insight to assess the teachers' suitability.
  - a. If desired, the receiving school principal may arrange for a meeting to further assess the suitability, skills and abilities of the transferred teacher; and
  - 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 Human Resources of the concerns with the transfer.
5. The views of school principals will be given significant weight; however, the final decision concerning transfers rests with the Superintendents of Human Resources 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

Consideration of reassignments of teaching duties through transfer to another school may be initiated by the Director of Education or designate, in order to meet system or school needs.

Criteria to be considered when making teacher transfers will include the suitability, training and skills of the teacher compared to the available position.

1. In the event that a teacher is to be transferred, a discussion will be held with the teacher as well as the school administrators of the affected school prior to the transfer being implemented. The discussion will include what is to be achieved through the transfer.
2. Any teacher having a disagreement with a division-initiated transfer may have an appeal meeting with the Director of Education.
3. Once a transfer has been determined, the teacher and affected principals will be given confirmation in writing at the earliest possible date.

*Reference: The Education Act, 1995: Sections 85, 87, 109, 175, 231*

*Date Last Revised: November 2016*

*Approved by: The Board of Directors – February 14, 2017*

*Education in a Culture of Excellence*