

## PLACEMENT AND TRANSFER OF PROFESSIONAL STAFF

### Background

The Division recognizes the importance of its staff in achieving success for all students. To meet the goals of the Division, the Director of Education (or designate) maintains the right to deploy staff in a manner that meets the needs of the division.

The term “teacher” refers to both school-based administrators and teachers.

### Procedures

1. The Director or designate shall assign duties to all professional staff in accordance with the needs of the school division, the terms of the provincial and local collective bargaining agreements, and legislation as prescribed by *The Education Act, 1995*, and with due consideration to transfer requests from professional staff.
2. A system staffing timeline shall be developed and shared with staff and the Good Spirit Teachers Association each year.
3. The Director or designate will develop a division staffing plan based on a preliminary budget proposal and designed to meet the needs across the system which will be shared with school administrators.
4. School administrators shall review the information concerning instruction and staffing requirements for their schools and shall discuss this information with the Superintendent for their school.
5. Following the budget approval by the Board, the Director or designate shall finalize the system staffing plan and shall inform each Principal of their staffing allocation for the following school year.
6. Teacher Requested Transfers
  - 6.1 Teachers wishing to transfer to another school must complete a Transfer Request Form, which will be submitted to Human Resources by January 31<sup>st</sup> of the current academic year.
  - 6.2 As part of the staffing process for the upcoming school year, the Deputy Director of Education or designate will review all transfer requests to determine if the request is feasible. The factors to be considered shall include but are not limited to the following:
    - 6.2.1 Availability of the position;
    - 6.2.2 Whether the teacher transfer candidate has the fit, training and skills necessary for the requested position;

- 6.2.3 Staff requirements of each affected school; and
- 6.2.4 Staff requirements of the Division as a whole.
  
- 6.3 Once the candidate has met all requirements a consultative process between the Deputy Director or designate and the receiving school principal will begin. Input from the school principal will be given consideration; however, the final decision falls with the Director of Education or designate who considers the needs of the division as a whole.
  
- 6.4 Upon making a final decision regarding a transfer request, the Deputy Director or designate will communicate the decision to the teacher and school administrators involved.
  
- 6.5 Requests for Sabbatical Leave, Educational Leave, and unpaid Leave of Absence shall be submitted in accordance with the LINC Agreement and will be reviewed by the Director of Education.

## 7. Division Initiated Transfers

- 7.1 The Director of Education or designate may consider a reassignment of teaching duties by way of transfer to another school based on the needs of the division as well as a possible surplus of teachers within a given school.
  
- 7.2 If a surplus of teachers is identified in a school the administrator will make a recommendation with respect to which teachers will be retained. In arriving at that recommendation, the school administrator shall select those teachers considering the following criteria in decreasing order of importance:
  - 7.2.1 Those possessing the most appropriate training, skills, experience and qualities to teach the programs that best meet the educational interests and needs of students.
  - 7.2.2 Those with versatility to teach a wide variety of subjects.
  - 7.2.3 Those with ability and adaptability to teach a number of different grade levels.
  - 7.2.4 The person's suitability to fill anticipated future program needs.
  
- 7.3 The Director of Education or designate shall communicate with the teacher and the School Administrators of the impacted schools to discuss the potential of a Division initiated transfer.
  
- 7.4 The teacher shall be involved in the consultations about the transfer. Consultations are to consider:
  - 7.4.1 What is to be achieved by the transfer;
  - 7.4.2 The reasons for the transfer; and,
  - 7.4.3 The distance of the transfer.

- 7.5 Once a decision has been made, the Deputy Director of Education or designate will communicate to the teacher and school administrators involved.
8. Transfers will be reviewed for the upcoming school year, unless there are unforeseen circumstances that require a transfer to be done earlier. In this case, the teacher being transferred will be given a minimum of fourteen (14) days notice prior to the effective date of the transfer.
  9. Following the consultative process, tentative staff lists will be shared with school Administrators prior to the end of the school year. Teachers who are on leave will be notified by a school administrator of any changes to their assignment or placement.
  10. Upon request, teachers shall have the opportunity to discuss their placement or transfer with a school Superintendent, Deputy Director and Director of Education. The final decision regarding teacher placements or transfers shall rest with the Director of Education.

Legal Reference: Section 2020(3) Education Act

Updated: January 2020