

## STAFF ASSIGNMENT AND TRANSFER – CERTIFICATED

### Background

Appropriate placement of certificated staff is a major factor in delivering quality educational programs. Transfers of certificated staff may be required to facilitate program, student and/or staff needs.

### Procedures

1. In deploying and transferring certificated staff, any or all of the following criteria will be considered:
  - 1.1 Student and program needs as perceived by school and Division administration.
  - 1.2 Experience, interests and training of staff members.
  - 1.3 Teacher request.
  - 1.4 Other considerations as deemed relevant by the Superintendent.
2. Transfers of certificated staff under contract with the Division will be considered before external appointments are made.
3. Transfers of certificated staff will usually be undertaken in the spring of each year to facilitate appropriate staff assignments for the following school year. Transfers during the school year will only be considered if extenuating circumstances are sufficient to support this action.
4. The Superintendent or designate is responsible for coordinating certificated staff assignments and transfers.
5. After transfers have been identified, the Superintendent will notify affected staff of the transfer in writing.
6. Staff members wishing to appeal a transfer must:
  - 6.1 Inform the Secretary-Treasurer, in writing, within seven (7) days of receiving a written transfer directive, indicating:
    - 6.1.1 Their concerns with the proposed transfer and a request to have a hearing before the Board.
    - 6.1.2 Their perception of how the transfer meets or does not meet the transfer criteria.
    - 6.1.3 Their preferred placement for the coming year.

- 6.2 After receiving letters of concern, the Secretary-Treasurer will indicate to the staff members the procedure which will be followed in considering their appeal. This process will be outlined in writing to the affected staff members and administrators within fourteen (14) days of receiving the appeal letter(s), and indicate a date and time for the staff members to present their objections to the Board.

Reference: Section 119, 212, *Education Act*  
Policy 14 – Hearings on Teacher Matters