

## Administrative Procedure 443

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# TEACHER TRANSFER

### Background

Teachers in Saskatchewan Rivers Public School Division are hired to the system and not to a particular school, grade level or subject area. Teacher transfers are changes in teaching location (building). They may be initiated by either the Division or the teacher. The term 'teacher' refers to both school-based administrators and teachers.

The Division believes in providing a working climate that fosters high morale.

### Procedures

1. The following belief statements will guide all teacher transfers:
  - 1.1 Teachers will be treated in a fair and equitable manner;
  - 1.2 The needs of both students and teachers will guide such transfers;
  - 1.3 The superintendents responsible for human resources, will make an effort to accommodate teachers requesting a transfer;
  - 1.4 Every effort will be made to ensure that teachers remain in a location for a minimum of five years to benefit both teachers and students;
  - 1.5 A teacher assigned to a new location will be supported in terms of appropriate services as requested by the teacher and available by the school division;
  - 1.6 Teachers can expect they will serve students in a variety of school communities throughout their careers.
2. Criteria to be considered when making teacher transfers will include the following:
  - 2.1 Training and experience of a teacher
  - 2.2 Length of service in the present school and assignment.
  - 2.3 Current residency of a teacher and commuting distance.
  - 2.4 Personal circumstances.
  - 2.5 Program preference (grade level, subject area)
  - 2.6 Staffing based on enrolment and /or projection.
  - 2.7 Placement of teachers returning from leaves.
  - 2.8 Availability of openings and practicality of the transfer.
3. Assignment of staff will be made by superintendents responsible for human resources according to the assessed needs of a specific school or program.
4. All teaching staff will be surveyed each spring as to their desired placement for the following school year.
5. In the event that a teacher is to be transferred, discussions will be held with the teacher and school administrator(s) prior to the transfer being implemented.
6. The teacher and the school administrator(s) will be given confirmation in writing at the earliest possible date.

7. We believe that five to ten years is a reasonable length of service in one school. Discussions around this transfer would be held as early as possible with the teacher, school-based administrator and the superintendent(s) responsible for human resources.

Reference: *The Education Act, 1995*

*Revised: November 24, 2014; November 26, 2018*