

## Administrative Procedure 443

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# TEACHER TRANSFER

## Background

The division believes that the teaching and learning environment of a school is enhanced when there is a mixture of new and long service teachers on any one school staff. The purpose of this policy is to maximize the opportunities for teacher movement within the system while providing an excellent learning environment for students throughout the division.

Of note:

- 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) and may be initiated by either the division or the teacher.
- The term 'teacher' refers to both school-based administrators and teachers.

## Procedures

1. The following 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 For teacher initiated transfer, the superintendent responsible for human resources will strive to accommodate teachers requesting a transfer.
  - 1.4 For division initiated transfers, the superintendent responsible for human resources, will strive to have teachers remain in a location for a minimum of five years.
  - 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. Considerations when making teacher transfers include the following:
  - 2.1 Career goals and professional growth opportunities.
  - 2.2 Training and experience.
  - 2.3 Current residency and commuting distance.
  - 2.4 Personal circumstances.
  - 2.5 Grade level and subject area preference(s) as indicated on the teacher survey.
  - 2.6 Grade level and subject area needs of the Division.
  - 2.7 Staffing based on enrolment and /or projection.
  - 2.8 Length of service in the present school and assignment.
  - 2.9 Placement of teachers returning from leaves.
3. Discussions related to this Administrative Procedure may be held with the teacher, school administrator(s) and/or the superintendent responsible for human resources. Any teacher that is in the 5th year or longer in the same school should begin a transfer conversation with the school administrator(s) during the initial Professional Growth Plan (PGP) meeting as outlined in AP 430.
4. All teaching staff will be surveyed each school year as to their desired placement for the following school year.

5. Assignment of staff will be made by superintendent responsible for human resources according to the needs of the division.
6. In the event that a teacher is to be transferred, the school administrator or the superintendent responsible for human resources will provide information regarding the transfer location to the teacher, prior to the transfer being confirmed.
7. The teacher and the school administrator(s) will be given confirmation in writing at the earliest possible date.

Reference: *The Education Act, 1995*

*Revised: November 24, 2014; November 26, 2018; November 4, 2019*