

305 Personnel & Employee Relations AP – Administrative and Teaching Staff Transfers**Background**

The Superintendent can transfer professional staff (teacher or administrator) when it is deemed in the best interest of students, professional staff, and the division.

Procedure

While professional staff-initiated transfers are preferable, the division acknowledges that, in accordance with the Education Act, Section 212 (1), the superintendent may transfer a teacher or an administrator.

Guidelines

1. Professional staff are hired to the division rather than a specific position, school, or division facility.
2. The Superintendent can transfer professional staff to address the needs of students, staff and the division at any time during the school year (Education Act Section 212(1)).
3. In consultation with the principal and or site administrator of all impacted schools, Superintendent and professional staff-initiated transfers will involve the consideration of the following:
 - 3.1. Attending to the program needs of students, staff, and the Division
 - 3.2. Opportunity for professional growth
 - 3.3. Preference of the staff member and the prospective principal/supervisor
 - 3.4. Enrollment changes
 - 3.5. Educational background of the teacher
4. Following a consultation with the affected parties, the Superintendent or designate has the authority and responsibility to determine professional staff assignments when required. Professional staff will receive written notification of a transfer.
5. Transfer of permanent professional staff shall be considered before positions are offered to external candidates.
6. A transfer is a professional growth opportunity and will not be used as disciplinary action.
7. Professional staff requesting transfers for the upcoming school year should apply in writing to the Superintendent by March 1st of each year.
8. A transfer request does not preclude a staff member from applying for an advertised position within the Division.
9. An application for a transfer does not guarantee that one will occur.
10. The Division will cover substitute teacher costs to permit transferring teachers to visit the receiving school for one day prior to the transfer.

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11. Teachers transferred under this policy may submit a request to the Superintendent, in writing, for reimbursement of reasonable costs related to moving classroom materials. The decision of the Superintendent on the reimbursement of expenses will be final.

Revised: February 12, 2023

Revised: October 2025