

## SECTION 500 – Personnel and Employee Relations

### **POLICY 520: DIVISION INITIATED TRANSFER OF PROFESSIONAL STAFF**

#### BACKGROUND

The Board of Trustees recognizes that the Superintendent or designate can transfer professional staff (teacher or administrator) when it is deemed in the best interests of students, professional staff and the Division.

#### POLICY

The Board supports the transfer of professional staff throughout the Division. While professional staff initiated transfers are preferable, the Board acknowledges that, in accordance with the Education Act, Section 212 (1), the Superintendent or designate may transfer a teacher or administrator.

#### GUIDELINES:

1. Professional staff are hired to the Division rather than to a specific position, school or Division facility.
2. The Superintendent or designate 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, Division initiated transfers of professional staff will involve the consideration of the following:
  - 3.1. Attending to the programming needs of students, staff and the Division.
  - 3.2. Teachers:
    - 3.2.1. Skill set, experience, qualifications.
    - 3.2.2. Opportunity for professional growth.
    - 3.2.3. Preference of the staff member and the prospective principal or supervisor.
4. Following consultation with affected parties the Superintendent or designate has the authority and responsibility to determine professional staff assignments when required.
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 a disciplinary action.

#### REFERENCES

Alberta Education – Education Act

[520 P 001 – Division Initiated Transfer of Professional Staff](#)

**Approved:** September 7, 2004

**Revised:** April 27, 2021