

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
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SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE - EXHIBIT: TEACHER INITIATED
TRANSFERS FREQUENTLY ASKED QUESTIONS**

<i>EXHIBIT CODE:</i>	<i>504 E 002</i>
Policy Reference: 504 – Selection, Assignment and Evaluation of Professional Staff	Procedure Code Reference: 504 P 006 – Staffing Process

FREQUENTLY ASKED QUESTIONS

If I'm interested in exploring a transfer for next year at only one school, can I check off just that school or do I need to check off multiple schools?

If a teacher feels that they would like to explore teaching at only one other school, they should check off that school. It is important to note that the more you limit the options, the more difficult it may be for a transfer to take place.

If I put my name forward for a transfer and nothing is a fit at the school(s) I've checked off, could I be transferred to another school not on my list?

Teacher-initiated transfers places much of the control in the teacher's hands. They select the school(s), are potentially offered roles at their selected school(s), and decide whether or not they want to pursue that role. We do ask teachers to be proactive in their approach, meaning that if you asked for a transfer and are offered something reasonable, you should consider it fully. If a teacher does not accept the transfer, they would stay at their current school.

What if I accept a transfer, work at that school for a year and decide I want to go back to my old school?

There are no guarantees in this process, and holding a position at your previous school will make long term staffing planning more challenging. You would be able to apply for posted positions in Rounds 2 and 3 Open Positions in the spring of that year. Your position at the previous school would not be held for your possible return.

What if I apply for a transfer to a school and am offered a position at that school that doesn't fit my skill set?

Teacher experience and specific skill sets will definitely have to be taken into consideration for school transfers. A teacher's skill set and compatibility with the school's focus/goals/philosophy would also be a consideration by the principal in the transfer process.

I'm interested in putting my name forward, but only for a specific grade or subject area?

You can certainly indicate this on your form knowing that it restricts your ability to move. We want to set everyone up for success by trying to offer roles where they have an interest in which they will feel success. However, the position offered may be slightly different than the request. The teacher would consider it and make a decision. **Please note, that whether you are at your current school or the school you transfer to, there can be changes in enrollment numbers at the start of September. This may require a change in teaching assignment at the start of the year regardless of which school you are at.**

What does the process look like when I transfer?

Generally, if a potential fit is available, the teacher will be contacted and a meeting arranged between the teacher and the receiving school's administrator. This would be an opportunity to go over more of the specifics of the role and discuss the direction of the school. The teacher and principal will both have input about whether or not they would accept the transfer. This would be coordinated through the Human Resources department.

Approved: February 25, 2019

Revised: _____

