

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**POLICY 504: SELECTION, ASSIGNMENT AND EVALUATION OF
PROFESSIONAL STAFF**

BACKGROUND

The Board of Trustees recognizes that a systematic process for the selection, assignment and evaluation of teachers is important for a successful Medicine Hat Public School Division (MHPSD).

POLICY

The Board expects a current process for the selection of teachers, assignment and evaluation in line with industry and legal standards.

GUIDELINES

1. Schools deserve the highest level of performance from teachers.
2. Teachers are considered competent and are expected to remain current and maintain their competence.

ADMINISTRATIVE PROCEDURES

[504 P 001 – Selection and Appointment of Professional Staff](#)

[504 P 002 – Substitute Teachers](#)

[504 P 003 – Reduction in Professional Staff](#)

[504 P 004 – Voluntary Retirement Plan](#)

[504 P 005 – Personnel Records](#)

[504 P 006 – Staffing Process](#)

[Exhibit 504 E 001 – Teacher Transfer Request Form](#)

[Exhibit 504 E 002 – Teacher Initiated Transfer Frequently Asked Questions](#)

[Exhibit 504 E 003 – Transfer Request for Surplus Teachers Only](#)

Approved: June 19, 2012

Revised: January 24, 2017