

Administrative Procedure 427

Human Resources

TEACHER TRANSFERS

BACKGROUND

The transfer of teachers to other campuses may be necessary or a teacher may wish to pursue a transfer to another campus. Transfers of teaching staff provides opportunity for professional growth and broadens experience through exposure to varied learning environments.

PROCEDURES

1. Teacher Initiated Transfer Requests

- 1.1 Available teaching positions for internal placements shall be advertised to school staff.
- 1.2 Teachers are encouraged to contact the principal of either campus where a vacancy is posted that may be of interest, and to discuss the possible placement at that campus.
- 1.3 If a teacher wishes to be considered for a position that is advertised, the teacher must submit all application information to the human resources director.
- 1.4 Throughout the competition process, the principal shall consider the application of the teachers based on the following, not listed in any order of priority:
 - 1.4.1 full-time equivalent (FTE) of continuing contract;
 - 1.4.2 educational services required at Westmount Charter School (Westmount);
 - 1.4.3 specialized training required for available positions;
 - 1.4.4 team fit of the teacher;
 - 1.4.5 contribution the teacher can make in a new position;
 - 1.4.6 opportunity for professional growth;
 - 1.4.7 information obtained from referees; and
 - 1.4.8 other considerations deemed relevant by the superintendent.
- 1.5 The establishment of a shortlist, the interview process and the recommendation of a successful candidate remain in the domain of the principal, who shall adhere to the criteria outlined in Administrative Procedure 404-Staff Selection. The principal must then contact the successful candidate and the unsuccessful candidates.

2. Principal Initiated Transfer Requests

- 2.1 A principal may request, as outlined in Administrative Procedure 404-Staff Selection that a teacher be transferred to another charter board school when:
 - 2.1.1 there is a surplus of teaching staff on continuous contract at the principal's school;
 - 2.1.2 the principal deems it would be in the best professional interest of a teacher to be transferred; or

- 2.1.3 the program needs of students at the school cannot be accommodated/achieved with existing teaching staff.

3. Surplus Situations

- 3.1 A surplus of teaching staff on continuous contract can only be determined after the school budget has been established for the ensuing year.
- 3.2 If it is determined that downsizing is required, the principal shall inform teaching staff at the school of the need to reduce the total full time equivalent (FTE) and provide opportunity for them to volunteer possible alternatives/solutions.
- 3.3 The principal shall make every reasonable effort to reduce teaching staff through attrition, resignations, retirements, leaves of absence and/or voluntary reduction in full time equivalent (FTE) assignment.
- 3.4 It is the responsibility of the principal to share with the superintendent the names of any staff willing to transfer, interested in pursuing a leave or interested in a reduced assignment.
- 3.5 In the event that downsizing cannot be achieved through attrition, the principal shall determine the teaching staff needs of the principal's school for the ensuing year, including the required full time equivalency (FTE) total.
- 3.6 Notwithstanding the above, the authority to make a recommendation that a teacher be declared surplus and request that the teacher be transferred shall remain with the principal.
- 3.7 The principal shall inform the potentially affected unassigned continuous contract teacher that a recommendation and request will be made to transfer to the other campus at Westmount, if appropriate.
- 3.8 The principal shall forward in writing to the superintendent the names of all unassigned continuous contract teachers at the principal's school.
- 3.9 Unassigned continuous contract teachers will inform their current principal of any posted teaching vacancy they wish to request for re-assignment. The principal will inform the superintendent in writing of such request.
- 3.10 The superintendent shall consider the following factors when considering the reasonableness of a transfer request. The following are not listed in any order of priority:
 - 3.10.1 full-time equivalent (FTE) of continuing contract;
 - 3.10.2 educational services required at Westmount;
 - 3.10.3 specialized training required for available positions;
 - 3.10.4 team fit of the teacher;
 - 3.10.5 contribution the teacher can make in a new position;
 - 3.10.6 opportunity for professional growth;
 - 3.10.7 information obtained from referees; and
 - 3.10.8 other considerations deemed relevant by the superintendent.
- 3.11 The superintendent, in consultation with the affected principals, shall review all relevant information pertaining to the request to determine if there is a

reasonable opportunity to transfer the identified teacher to an open teaching assignment elsewhere in Westmount campuses.

- 3.12 The superintendent will consult with affected principals and teachers about any transfer.
- 3.13 If a consensus cannot be reached, the final decision to declare an unassigned continuous contract teacher surplus and/or transfer the teacher to another school will rest with the superintendent.
- 3.14 Unless other timelines are mutually agreed upon, the superintendent shall consult with the unassigned continuous contract teacher prior to issuing a formal notice of transfer.

4. Transfers Deemed to be in the Best Professional Interest of a teacher or in the Consideration of the Program Needs of Students

- 4.1 In either situation, a principal shall gather and collate relevant information for the transfer of a specific teacher as per Administrative Procedure 404-Staff Selection.
- 4.2 The principal shall discuss the circumstances with the potentially affected continuous contract teacher and inform the teacher that a recommendation and request will be made to the superintendent.
- 4.3 The principal shall forward in writing to the superintendent the recommendation and request for the transfer of a specific teacher as per Administrative Procedure 404-Staff Selection.
- 4.4 The superintendent shall review all relevant information pertaining to the recommendation and request. The superintendent shall consider the following factors when considering the reasonableness of a transfer request. The following are not listed in any order of priority:
 - 4.4.1 full-time equivalent (FTE) of continuing contract;
 - 4.4.2 educational services required at Westmount;
 - 4.4.3 specialized training required for available positions;
 - 4.4.4 team fit of the teacher;
 - 4.4.5 contribution the teacher can make in a new position;
 - 4.4.6 opportunity for professional growth;
 - 4.4.7 information obtained from referees; and
 - 4.4.8 other considerations deemed relevant by the superintendent.
- 4.5 The superintendent will consult with the principals and the teachers about any transfer.
- 4.6 Following a consultation with the principal and the teacher, the superintendent will determine if there is a reasonable need and opportunity to transfer the identified teacher elsewhere in Westmount.
- 4.7 If a consensus cannot be reached, the final decision to declare a continuous contract transfer surplus and/or transfer the teacher to the other campus will rest with the superintendent.

- 4.8 As per Administrative Procedure 404-Staff Selection, unless other timelines are mutually agreed upon, the superintendent shall consult with the continuous contract teacher prior to issuing a formal notice of transfer.
5. Procedures Applying to All Transfers – Unassigned Continuous Contract and Continuous Contract teachers
- 5.1 After transfers have been identified, the superintendent shall notify the affected teachers in writing.
- 5.1.1 Unassigned continuous contract teachers will receive a letter identifying their new assignments, FTE and campus location with written reassurance that they will be given first opportunity to consider the same positions at their current school should their positions be reinstated in September of the next school year due to increased enrollments or staff changes.
- 5.1.2 Communication of the decision to transfer certificated staff shall be confirmed in writing for that particular school year. If this is not possible, such communication will be communicated prior to the end of June.
- 5.2 Transfers during a school year shall only be considered if extenuating circumstances are sufficient to support this action.
- 5.3 If a transfer occurs during a school year, the receiving principal shall normally allow the incoming teacher appropriate planning and preparation time.
- 5.4 The board shall be informed of all teacher staff transfers.
- 5.5 Teachers wishing to appeal a transfer may do so by following the procedures outlined in Board Policy 12-Hearings on Teacher Matters.
- 5.6 If it is deemed that a transfer cannot reasonably be accomplished, Administrative Procedure 428 – Reduction of Teaching Positions shall be followed.

Legal Reference: *Education Act*
Cross Reference: AP 404 -Staff Selection
 Policy 9-Role of the Superintendent
 Policy 12-Hearings on Teacher Matters

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