



TEACHER TRANSFERS

APPROVED: 1978.03.07

REVISED: 1980.03.18
1983.03.22
1990.04.24
1991.03.12
1999.01.26
2002.11.26

POLICY

It is the intent of the Board to permit and encourage teacher transfers.

DEFINITIONS:

“Teacher” is a person holding a certificate of qualification who is employed by a Board to provide an educational program to students in a school but does not include a person appointed by a Board as superintendent of schools, assistant superintendent of schools or administrative officer principal or vice-principal.

“Seniority of a teacher” is defined as per the published teacher seniority list. In cases where two or more teachers on the same staff have the same seniority date, the tie-breaking provisions of the current PGDTA agreement will be used. In such cases, the Human Resources Department will provide the relevant information to the school.

“Teachers required to meet program needs” are the staffing requirements of a school necessary to provide the instructional program developed by the principal in consultation with the teaching staff and central office personnel that meet the curricular and organizational requirements as established by the Ministry of Education and the Board of Education.

Responsibility Centre: Director of Human Resources

References: *School Act*, Section 85

Collective agreement

TEACHER TRANSFERS**PREAMBLE**

It is recognized that the teaching and learning environment of a school is enhanced when there is a mixture of relatively new and long service teachers on any one school staff. The purpose of this policy is to maximize the opportunities for teacher movement within the system, and, at the same time, to provide stability and consistency in the offering of educational programs to students. It is recognized that most transfers will be accomplished through teacher-initiated transfers.

Approved: 1999.01.26



TEACHER TRANSFERS**REGULATIONS:**

1. All transfers and reassignments are to be pursuant to the appropriate sections of the *School Act* and its attendant Regulations and Ministerial Orders for the Province of British Columbia and the appropriate sections of the PGDTA Collective Agreement.
2. Teacher-Initiated Transfers - Teacher Exchange Project
 - 2.1 The district will offer an opportunity each year for continuing assignment teachers to participate in the Teacher Exchange Project. The project involves the exchange of teaching positions for the next school year on either a permanent or one-year trial basis.
 - 2.2 Specific procedures and enrolment forms for the Teacher Exchange Project will be made available to teachers in February of each year.
 - 2.3 Exchanges will not proceed unless all parties to the exchange (the teachers and the principals) agree and confirm this agreement in writing.
 - 2.4 The Human Resources Department will confirm the exchange with the parties concerned and provide the appropriate notices of reassignment.
3. Teacher-Initiated Transfers – Posted/Advertised Positions
 - 3.1 Upon identification of a vacant position for the subsequent school year, the principal will immediately contact the Human Resources Department. Human Resources will ensure that the position is posted both in a central location in the district office and in the next edition of the *Prince George Citizen* (in Section 44 – Teachers).
 - 3.2 All continuing vacancies, both full-time and part-time, and limited duration vacancies of 0.5 FTE or greater, for the next school year will be posted as they occur during the posting period, which normally will begin May 1 and end two working days prior to the last prescribed school day of the current school year. It is recognized that in some circumstances, such as French Immersion or highly specialized positions, it may be desirable to advertise known vacancies before the posting period. These vacancies will be advertised by memo, fax or electronically.
 - 3.3 Vacancies will be available to continuing assignment teachers and teachers eligible for recall for the period of two working days after the date of the posting in the *Citizen*. Limited duration posted positions (0.5 FTE or greater) will be available during these two days to continuing part-time teachers who wish to increase their work time for the next school year. Continuing full-time teachers are not eligible to apply through the posting process for limited duration positions except in special circumstances (see Regulation 4.3).



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- 3.4 Teachers interested in posted positions should contact the principal of the school that has the posted vacancy. This must be done during the two-day posting period. Contact may be for one or more of the following purposes:
 - 3.4.1 To clarify the responsibilities of the vacant position.
 - 3.4.2 To determine the suitability of the interested teacher for the position.
 - 3.4.3 To arrange an interview.
 - 3.5 A teacher selected for an interview is encouraged to inform his or her principal that a move to a different school in the following school year is being pursued.
 - 3.6 Principals in the outlying areas (Mackenzie, McBride and Valemount) are encouraged to develop strategies at the school level to facilitate teacher access to Prince George area interviews.
 - 3.7 Principals, as a courtesy, will telephone all applicants who were interviewed following the filling of the posted vacancy.
 - 3.8 The Human Resources Department will contact the teacher to confirm the transfer and will advise the principals concerned. A notice of reassignment will subsequently be sent to the teacher and the principals.
4. Teacher-Initiated Transfers – Special Circumstances.
 - 4.1 A teacher not resolving some special need through either Regulation 2 or 3 above may apply to his or her principal and/or assistant superintendent for a transfer to another school.
 - 4.2 The approval of a teacher-initiated special circumstance transfer will be on a “case-by-case” basis, with consideration being given to the special circumstances of the teacher’s application, including the length of time the teacher has been at the school.
 - 4.3 Although it is not normal practice to transfer a continuing assignment teacher into a limited duration assignment, this may be permitted in extraordinary circumstances provided that the assistant superintendents and principals concerned agree. In these situations, it is expected that teachers will return to their previous school upon completion of the limited duration assignment or pursue a transfer through provisions of this policy.
 5. Board-Initiated Transfers – Surplus Staff



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- 5.1 If Board-initiated transfers are necessary to reassign staff surplus to the needs of the school, the following criteria will apply in identifying a teacher for reassignment:
- 5.1.1 Teachers retained in a school will be those with the necessary qualifications required to meet program needs. In determining the necessary qualifications, consideration will be given to the following:
- a) Certification.
 - b) Relevant education.
 - c) Relevant pre- and in-service training.
 - d) Relevant teaching and/or work experience.
 - e) Evidence of the successful application of instructional skills.
 - f) Evidence of the ability to perform the duties of the position in a satisfactory manner.
- 5.1.2 Teachers may volunteer to be designated the surplus teacher.
- 5.1.3 If two or more teachers volunteer to be the surplus teacher, the teacher with the greatest seniority within program needs will be the surplus declaration.
- 5.1.4 If no teacher volunteers to be the surplus declaration, then the teacher with the least seniority within program needs will be the surplus declaration.
6. Board-Initiated Transfers – Priority Reassignments
- 6.1 Teachers on the second year of an extended leave of absence shall be identified as priority reassignments. This means that they will not normally return to the same school in which they worked before the extended leave of absence.
- 6.2 Every effort will be made to place priority reassignments in positions at the time of school organizational approvals and before the commencement of the posting period.
- 6.3 Teachers who have been placed in positions through the priority reassignment process may subsequently seek transfers through the other provisions of this policy.



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7. Board-Initiated Transfers – Administrative Transfers

- 7.1 The Board may transfer a teacher from one school to another in accordance with the collective agreement between the Board and the PGDTA.

Approved: 1978.03.07

Revised: 1980.03.18, 1983.03.22, 1990.04.24, 1991.03.12

