



Living Sky School Division No. 202

Administrative Procedure Manual

Procedure Name: Reassignment of Teachers and School-based Administrators

Procedure Type:	Human Resources	Implementation Date:	JAN 1, 2006
Procedure Number:	5.08	Last Approval Date:	AUG 31, 2016
AP Owner:	HR Administrator	Last Reviewed:	APR 14, 2022
Legal Reference(s):	<i>The Education Act – Sections 85, 87, 174, 200</i>		

Background

When considering teaching assignments, the needs of students, the expertise and background of the teacher and the job description should match as closely as possible. Reassignments within the Division are used to best utilize the professional strengths of the personnel involved and to best serve the needs of the Division's students and schools.

Scope

This Administrative Procedure applies to all Living Sky School Division instructional locations and all certified teaching assignments within those locations.

Roles & Responsibilities

Division senior leaders are responsible for annual staff planning and allocation of resources in accordance with this procedure.

Procedures

1. Initial Assignment for the School Year

- All teachers are contracted with the Division and assigned to schools.
- Principals, under the supervision of a superintendent, are responsible for assigning teachers to specific teaching duties in the schools.
- Except where vacancies exist, teaching assignments will be settled and communicated by the principal.

2. Reassignment within the School

- Teaching assignments may change over time.
 - A teacher may request a reassignment by providing the principal with a written request outlining the reasons for the request. Final approval rests with the principal and is contingent on the principal's ability to facilitate the request.
 - The principal may initiate a reassignment within the school.
 - Reassignment within the school shall occur only after discussion and informing the teachers involved.
 - The principal's decision will be considered final.
- When a vacant position exists at a school, the principal shall consider all in-school reassignments before notifying the appropriate superintendent with the description of the teaching position to be filled.



3. Reassignment to Another School (Teachers)

- a. Teachers may express their interest in any open position.
 - i. Vacant positions shall be posted in accordance with the LINC Agreement. They shall be advertised internally and may be advertised externally.
 - ii. If a vacancy occurs after the school year has begun, teacher moves will be considered only in exceptional circumstances.
 - iii. Vacancies effective June 30th will be filled through the annual staffing process.
- b. Current teaching staff who wish to be considered for a vacancy shall apply as internal candidates through Applitrack.
- c. Following the closing date of the posting, internal and external applications shall be reviewed. The position will be awarded to the most suitable candidate.
- d. The superintendent responsible for filling the vacancy shall determine whether or not an interview process is required to award the contract. Most often, there will be an interview (per Human Resources AP 5.01 – Staff Recruitment and Selection).
- e. All internal candidates interviewed shall be personally notified regarding the outcome of the competition.

4. Reassignment to Another School (School-based Administrators)

- a. The process for reassigning administrators is the same as the above-mentioned process for teaching reassignments.
- b. The superintendent shall determine whether or not an interview process is required to award the contract. Most often, there will be an interview.

5. Reassignment to Another School (Division-initiated)

- a. The Director or designate may, at any time, reassign teachers and school-based administrators to other schools.
- b. Reassignment will not occur for punitive reasons or to deal with competency concerns.
- c. Reassignment may be undertaken to leverage a particular competency or area of expertise or to provide a development experience to expand a competency or area of expertise.
- d. The Division will try to reach a mutual agreement regarding the reassignment. Except in extraordinary circumstances, all potential reassignments will be discussed with teachers and/or school-based administrators before they are implemented. Several factors shall be discussed including those that follow:
 - i. the reason(s) the reassignment is being considered;
 - ii. an indication of what is to be achieved through the transfer;
 - iii. place of residence and commuting distance, and
 - iv. individual and family circumstances.



- e. Changes of assignment location up to 40 kilometers from the existing designated work location are considered reasonable commute distances and not subject to relocation considerations. A written record of discussion items with signatures shall be retained in the personnel file.
- f. Teachers may appeal reassignments, through the local teachers' association, to the Director or designate.
- g. If the dispute is not resolved, the teacher may refer the dispute for disposition under the provisions of *The Education Act, 1995*.
- h. In exceptional circumstances, the Division may unilaterally direct an in-term reassignment to meet a short term business or personal need. In such cases, the terms and scope of the assignment will be documented, and a review will take place at the conclusion of the school year.

Appendices

Division Initiated Transfer Flow Chart

Employee Initiated Transfer Flow Chart

Related

5.01 – Staff Recruitment and Selection

5.06 – Staff Allocations

5.09 – Staff Reductions