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Instructional Staff Assignments and Transfers

The assignment of staff members to schools shall be at the discretion of the Superintendent/CEO.

No instructional staff member shall be assigned to the same school in which an immediate relative is employed as a supervisor. Immediate family shall be defined as: spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, grandmother, grandfather and grandchild.

Teachers on staff in any specific school shall be under the principal's direction in terms of placement with the following exceptions:

- a) assignment of teachers to designated subject areas
- b) removal of teachers from designated subject areas
- c) transfer of teachers of designated subject areas to another school.

All such exceptions must receive prior approval from the Superintendent/CEO or designate.

A teacher may apply for a transfer, or the principal may ask for the transfer of a teacher. Teachers who have been in one school for an extended period of time are encouraged to apply for a transfer to another school to further their professional growth.

As part of the professional staff auditing process, principals annually will conduct career planning in consultation with the Superintendent/CEO or designate.

Philosophy

The transfer of a teacher from one school to another may be initiated by the teacher, by the principal of the school, or by the Superintendent/CEO. In all such cases, the decision regarding transfer will take into account the following factors:

- a) the best interests of children in schools,

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- b) the needs and operation of the school from which the teacher may be Transferred,
- c) the needs and operation of the Division generally, and,
- d) the teacher's personal needs and career.

Under certain circumstances, (d) may supersede both the needs of the Division and the needs of the school, but rarely, if ever, would the teacher's personal needs outweigh the best interests of children.

Judgments and decisions in these matters are the responsibility of the Superintendent/CEO.

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