

5-21.00 ASSIGNMENT AND TRANSFER

- The board shall be responsible for assigning and transferring teachers to its schools. In assuming its responsibility, the board shall take into account the needs of the school system that it administers, the particular characteristics of its schools or classes and the qualifications, experience and preferences of the teachers in its employ.
- On or before April 1st of each year, the Principal shall provide each teacher in the school, including those on leave of absence with or without salary, with a form upon which the teacher may indicate their preference for assignment and/or transfer for the following school year.
- Before May 15th of each year, the Board shall post in each of its schools a provisional list of the staffing needs which remain to be met for the following school year indicating the pertinent information. Before this date, the Board shall inform in writing the teachers who remain excess and who are therefore subject to a transfer.
- Within five days of the posting of this list, the teachers who are then subject to a transfer must express in writing, to the School Administration, their preferences in terms of the needs posted by the Board as well as their interest in any other post.
- Within these same five days any other teacher may also express their wishes concerning the positions posted.
- Proceeding by order of seniority, the Board shall decide on the transfer of teachers declared excess in order to meet the needs posted.
- Proceeding in order of seniority, the Board will then consider and decide on the transfer of non-excess teachers who have requested transfer and any other teacher who expressed their wishes concerning the positions posted.

JOB EXCHANGE

- Two or more teachers may exchange their categories within or between schools or their assignments between schools with the approval of the Principals of the school(s) involved, and the Board.
- The exchange will last for one school year; from July 1st to June 30th.
- A teacher participating in such an exchange would, for job security and assignment and transfer purposes, be deemed to be teaching in their usual position; that they would retain all the rights to the position and classification that they would have had as a member of the usual staff.