

## PROFESSIONAL PERSONNEL

### TRANSFER: TEACHER MOBILITY

#### Statement of Intent

Teacher mobility refers to changes in teaching positions within the Seven Oaks School Division. The intent of the policy is to encourage openness in mobility across schools, teaching levels, and programs. Such changes are encouraged because of the benefits that should accrue to the students in the Seven Oaks School Division.

Some greater degree of teacher mobility is recognized as advantageous for the following reasons:

- Understanding of the K-12 system should be enhanced through contact with a different level of program.
- The receiving school should benefit from a new outlook.
- Teacher competency could be improved through the challenge of a new situation; different students, colleagues, facilities, etc.

A change in teaching position could be implemented in any of the following situations:

#### 1. Teacher Request for Change in Position

Teachers should be made aware that mobility is encouraged and that a request for a change can be initiated through the principal and the Superintendents' Department. A request could be for:

- a short term exchange with another teacher
- a one year transfer
- a long term change

Consideration will be given to such requests at educationally opportune times.

The Superintendents' Department will maintain a central registry of all such requests. Requests will be sorted by name, date of initial request, present position and desired placement(s). Teachers shall have the opportunity to have their requests entered into the registry at any time. The registry will be updated in the fall of each school year.

Whenever possible, teaching positions that become available will be bulletined to provide interested staff an opportunity to apply to the Superintendents' Department.

There are occasions when teaching positions become vacant during the course of the school year. At such times vacancies will usually be filled on a term basis.

The Superintendent reserves the right to determine both the most appropriate course of action in filling a vacancy, bulletin or external advertisement, as well as the duration of the placement, short or long term. The decision of the superintendent shall be situation specific and therefore, action taken in any or all instances is without prejudice.

When the decision of the Superintendent is to bulletin, the placement of a teacher requesting a change should be undertaken by the Superintendents' Department and the receiving principal, with assistance from consultative staff and the department head where applicable. Any such agreement should be in writing.

## 2. Administrator Request to Facilitate Mobility

Situations may arise in which: (1) there has been little or no personnel change at an individual school over a protracted period of time or (2) one or a few teachers have been on staff at a particular school for many years. Under either of these circumstances, the principal and/or the superintendent may see a change as desirable.

It is important for those personnel affected to know that any such alteration in teaching assignments related to the above scenarios is not seen as punitive but rather as a potentially positive experience, both for the individual teacher and the School Division.

The particular change or placement should be seen as a benefit to the teacher involved. Several alternatives (if possible) will normally be suggested and new placement is to be consistent with the temperament and personality of the teacher.

It is expected that the Superintendents' Department will continue to participate even after a placement is agreed upon in order to insure a fair and equitable teaching load.

## 3. Change in Position Necessitated by Declining Enrolment

In this type of situation, after consultation with the principal, the Superintendents' Department should initiate discussion with the teacher on a change in position. The new placement should be the responsibility of the Superintendents' Department in consultation with the receiving principal.

## 4. Change in Position for Tenured Teacher on Probation

One way in which the competence of a tenured teacher placed on probation could be enhanced might be through a new placement. The teacher's current principal

should provide documentation in relation to competence; and the receiving principal and Superintendent should spell out the expectations of the teacher during the probationary year.

**TEACHER REQUEST FOR CHANGE IN POSITION**

This form is to be used by a teacher to request a change of placement. The request may be for:

- a short term exchange with another teacher
- a one year transfer
- a long term change

As per School Board Policy GBM, the Superintendents' Department will maintain a central registry of all such requests to be updated in the fall of each school year.

**DATE:** \_\_\_\_\_

**TEACHER REQUESTING CONSIDERATION:**

\_\_\_\_\_

**PRESENT POSITION:**

Please include your present school and teaching assignment.

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**DESIRED PLACEMENT(S):**

Your request may be general or specific in nature with respect to the desired school and/or teaching assignment.

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