



KENORA CATHOLIC DISTRICT SCHOOL BOARD

400 Personnel and Staff Relations Procedures

AP 416: Transfer of Teachers

The Board of Trustees endorses the periodic rotation or transfer of teachers as a positive component in the professional growth and self-renewal of these educators in the school. Teachers should not expect to remain in the same school indefinitely and can normally expect to be transferred upon completion of five to seven years in a given school.

The Director of Education is authorized to make all transfers in accordance with the following procedures.

1. Request

1.1 Transfers may be initiated by the teacher, the teacher's principal, or by the Director of Education.

1.2 By Teacher

A request for transfer by a teacher should be in writing to the Director of Education by April 15th of the school year preceding the transfer.

1.3 By Principal

1.3.1 A transfer initiated by a principal should, under normal circumstances, meet with the agreement of the teacher and the principal of the receiving school.

1.3.2 Notwithstanding 1.3.1, where a principal feels that a transfer is necessary for the professional growth of an individual teacher or for the benefit of the school concerned, such a transfer will normally be carried out.

1.4 By Director

1.4.1 Before making a transfer the Director of Education will discuss it with the teacher involved.

1.4.2 Notice of transfer will be in writing, dated and signed by the director.

1.4.3 Notice of transfer will be given on or before June 4th of the school year prior to the transfer unless otherwise arranged by mutual consent.

2. Appeals

- 2.1 A teacher may appeal a transfer by writing to the Director of Education within seven (7) days of the official notice of transfer.
- 2.2 The liaison committee of the Board will hear the appeal within ten (10) school days and render a final decision within three (3) school days of the hearing. The teacher may be accompanied at this hearing by representatives of O.E.C.T.A.
- 2.3 At any time, a teacher may grieve a transfer in accordance with the collective agreement where it is contended the agreement has been contravened.

Legal References:

Education Act S. 265 Duties of Principal: Co-operation of Effort;
S 283 (2) Chief Executive Officer: Duty to Maintain an Effective System
Regulation Made Under the Teaching Profession Act S. 15 Duties of a Member

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