

Administrative Procedure 433

PLACEMENT AND TRANSFER OF SCHOOL ADMINISTRATORS

Background

Appropriate placement and transfer practices for school administrators enhance effective utilization and the skills, abilities and professional growth of individuals. These objectives can best be achieved through the provision of some variety of school assignment over a period of years, and the best possible matching of known administrator strengths to identified current needs of a particular school.

Procedures

1. The Superintendent shall be responsible for effective placement and transfer of school administrators. In making decisions on placement, the Superintendent shall give consideration to:
 - 1.1 The needs of the school and District as perceived by the Board and District administration;
 - 1.2 Length of current assignment in a school;
 - 1.3 The administrator's expressed preferences;
 - 1.4 Compatibility of administrative style among administrators in the school;
 - 1.5 Opportunities provided for professional growth in the proposed assignment;
 - 1.6 Appropriate training to enable effective planning and educational continuity.
2. Consistent with Board policy and District administrative procedures transfer of school administrators shall be guided by the following provisions:
 - 2.1 Transfers shall normally take place effective August 1;
 - 2.2 Early in the calendar year, the Superintendent will initiate consideration of the transfer process through discussion with District Office administrators and the Board, and by noting expressions of interest from school administrators;
 - 2.3 Transfers will be undertaken only after discussion with the person affected and his/her potential immediate supervisor;
 - 2.4 The Board will be advised of proposed transfers and assignments prior to announcements;
 - 2.5 While District and school needs will be the primary factor, individuals would normally be considered for transfer only after three to five (3 to 5) years in a position;
 - 2.6 Transfers will, to the greatest degree possible, be announced by May 1 to be effective August 1.

Reference: Sections 20, 22, 23, 65, 85 School Act
Employment Standards Act
Collective Agreements