

1. Teacher and Support Staff Placement

The School Principal shall determine the school's staffing needs based on programs to be offered to students and the funding made available by the Division. The School Principal may consult with the school staff and School Council regarding selection criteria. In this, the following procedures for staffing positions will be followed:

- 1.1 School Principals will contact Human Resources to initiate an advertisement of a vacancy.
- 1.2 All staff vacancies declared will be posted unless filled through direct transfer by the Superintendent under AP 40-19 Termination of Contracts - Staff Reduction - Certificated or Section 104 of the *School Act*. The following priority system will be used in filling vacancies:
 - staff within the school
 - staff within the Division
 - candidates external to the Division
- 1.3 The School Principal may ask Human Resources for either an internal or external advertisement of the position.
- 1.4 Applications of all staff members expressing interest in a posted position will be reviewed by the School Principal/Supervisor.
- 1.5 Interviews will be conducted by a team comprised of school based personnel as determined by the School Principal and the Superintendent or designate. Upon determining the successful candidate, a minimum of three (3) references will be checked.
- 1.6 Upon selection, the School Principal/Supervisor will recommend the hire to the Superintendent or designate. The Superintendent or designate shall confirm with the staff member, the staff member's acceptance of the placement and assignment.
- 1.7 When an agreement is reached, the staff member will receive a staffing notification from the Superintendent or designate confirming their placement.
- 1.8 Following selection of the successful candidate, the School Principal/Supervisor shall notify all unsuccessful applicants who were interviewed.

2. Teacher transfers may occur through the following mechanisms:

- 2.1 Teachers voluntarily request a change in assignment or school.
- 2.2 Staff are declared surplus in a particular school or program within a school pursuant to AP 40-19 – Termination of Contracts – Staff Reduction – Certificated.
- 2.3 The Superintendent, in consultation with the School Principals affected, and pursuant to Section 104 of the *School Act*, may transfer a teacher.
- 2.4 Teachers requesting a voluntary transfer will be given priority (assuming appropriate qualifications and satisfactory performance) over candidates not already on contract with the Division.
 - 2.4.1 Teachers considering a transfer to another school may do so in two ways:
 - By completing the annual Teacher Intent Form

- By notifying their School Principal and Superintendent or designate of their wishes.
- 2.5 Involuntary transfers will be dealt with pursuant to the procedure outlined in AP 40-19 Termination of Contracts – Staff Reduction – Certificated or Section 104 of the *School Act*.
 - 2.6 Changes of assignment within a school are the responsibility of School Principals.
 - 2.7 No part of a full-time position can be identified for transfer. If a position is reduced from full-time to part-time by the School Principal, the incumbent in the position will be given the opportunity to:
 - 2.7.1 Accept the part-time position as the total assignment
 - 2.7.2 Accept the part-time position and make application for an additional part-time assignment if one is available.
 - 2.7.3 Ask for a transfer to an appropriate full-time assignment.

Reference

[Alberta Employment Standards Code](#)

[School Act](#) Section 104

[Policy 200-4 Hearings on Teacher Matters](#)

[Policy 400-1 Recruitment/Selection/Employment/Placement and Reassignment of Staff](#)

[AP 40-03 Recruitment, Selection, Employment, Placement and Reassignment of Staff](#)

[AP 40-19 Termination of Contracts – Staff Reduction – Certificated](#)