

POLICIES, GUIDELINES AND PROCEDURES

| SUBJECT | N.E.P.N. CODE |
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| TRANSFER OF ADMINISTRATORS | GCKB |

I. POLICY

The Louis Riel School Division affirms that the transfer process for administrators strives to assist them to:

- make positive contributions;
- realize personal career aspirations; and
- support planning that considers the Division’s need for leadership development and succession.

The transfer process for administrators respects the [Collective Agreement](#), the [Public Schools Act](#), and other relevant statutes.

II. GUIDELINES

- A. An “administrator” is defined in this policy as a Principal, Vice-Principal, Supervisor, or Coordinator.
- B. A “transfer” is defined in this policy as the movement of a:
 1. Principal from one school to the Principalship of another school;
 2. Vice-Principal from one school to the Vice-Principalship of another school;
 3. Principal requiring placement and returning from a leave to a Principalship;
 4. Vice-Principal requiring placement and returning from a leave to a Vice-Principalship;
 5. Principal to a Vice-Principalship or to a Coordinator position when such a change is requested by the Principal or is compelled by divisional reorganization of administrative assignments or facilities; or
 6. Supervisor requiring placement and returning from a leave to a Supervisor position.
 7. Coordinator requiring placement and returning from a leave to a Coordinator position.

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| Adopted: | March 16, 2004 | Legal References: |
| Revised: | May 7, 2019 | |



- C. The Superintendent of Schools shall recommend to the Board administrative transfers, based on:
 - 1. the educational needs of the Division;
 - 2. the professional attributes, skills, qualifications, length of service in the current position and in the Division, career cycle and goals; and
 - 3. the expressed preferences of individual Principals, Vice-Principals, Supervisors and Coordinators.
- D. All newly-created positions and any positions not filled according to this policy shall be posted.

III. PROCEDURES

- A. The Superintendent of Schools shall invite Principals, Vice-Principals, Supervisors and Coordinators to initiate requests to discuss career plans and goals.
- B. The Superintendent of Schools shall involve Principals, Vice-Principals, Supervisors and Coordinators affected by proposed transfers in discussion prior to making final decisions in this regard.

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