



## Administrative Procedure 5010

# *Placement of Permanent Professional Staff*

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**Board Governance Policy Cross Reference:** [1](#), [12](#)

**Administrative Procedures Cross Reference:**

[Employment of Professional Staff](#)

[Evaluation of Professional Staff](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Provincial Teachers' Collective Agreement](#)

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**Date Adopted:** June 2006

**Amended:** December 2017, February 2024; November 2024; February 2025

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All permanent teachers employed by the Brandon School Division (the "Division") shall be placed in specific positions by and under the direction of the Superintendent/CEO or designate. Teaching duties may change from time to time, subject to the Collective Agreement and this Administrative Procedure. Any teacher may be placed or transferred to any position for which, in the opinion of the Superintendent/CEO or designate, the teacher is qualified.

### **Definitions:**

Change of duties means a change of teaching duties within the same school and/or worksite. Duties are subject to changes during the school year or between school years based on the operational needs of the school.

Transfer means a change of location to a different school and/or worksite within the Division.

### **Operational Guidelines**

#### Duties

All teachers will receive teaching duties within their current building for which in the opinion of the principal, the teacher is qualified based on their background. If teaching duty changes are required, principals should consider the operational needs of the school, the impact on students, and the backgrounds of all staff. Engaging staff is encouraged where possible.

### Division Initiated Transfer

The guidelines below reflect the transfer process.

- Transfers may be made at the discretion of the Superintendent/CEO or designate.
- Principals have a responsibility to teachers under their supervision and to the Division generally to recommend to the Superintendent/CEO or designate transfer of staff when the principal believes transfer to be in the best interests of the Division. All such recommendations must be discussed by the principal with the teacher prior to the principal making a formal recommendation.
- Circumstances in which teachers may be transferred include, but are not limited to, the following:
  - when the duties of a teacher cease to exist in a school/at a worksite. This could be due to decline in enrolment, or reduced demand for instruction in a specialized area of the teacher, or the closure of a school;
  - when there is a surplus of teachers at a school/worksite;
  - when there is a change in enrolment and/or grade level or programming composition at the teacher's current school or other schools in the Division;
  - in the establishment of a new school/worksite in the Division; or
  - for professional growth.
- The Division may consider, but is not limited to, the following criteria in identifying teachers for potential transfer:
  - educational needs of the Division (these include programming and student needs);
  - appropriateness of qualifications;
  - applicable experience;
  - previous performance as documented.
- The teacher shall have the opportunity for consultation with respect to possible transfer before the transfer is finalized.
- Every reasonable effort will be made to transfer the teacher in accordance with student program needs and corresponding teacher qualifications.

Please note: the foregoing process is intended to apply annually in Division schools/worksites and in accordance with Collective Agreement, Article 5.09, in the normal course of staffing for the next school year. Where transfer is indicated in other circumstances, the Division will comply with the Collective Agreement and follow the guidelines for transfer set out above but may not follow the process set out below.

### **Annual Process for Teaching Staff Deployment**

1. In preparation for the annual analysis of teaching staff deployment, the principal shall prepare the school's program and course needs according to the students' instructional requirements.
2. Upon receipt of the annual teacher staff allocation, the principal shall:
  - analyze the teacher allocation requirements according to the approved instructional plan to determine areas where teaching staff are required and not required.
  - communicate the school's instructional plan requirements to teaching staff, asking for feedback.
  - identify possible teachers who may be considered for transfer as a result of the proposed instructional plan. The principal will consult with the identified teachers for the purpose of understanding the background of the teacher.
  - after necessary consultations have taken place, decide upon the final teacher deployment plan for approval by the Assistant Superintendent based on the following criteria:
    - appropriateness of qualifications;
    - applicable experience;
    - previous performance as documented; and
    - seniority within the Division.
  - advise the teacher(s) to be transferred of the decision in writing.
3. All teaching staff being transferred as part of the annual teaching staff deployment process will be placed in a timely manner.

### **Teacher Initiated Transfer**

The Division will follow the outlined teacher initiated transfer process in accordance with Collective Agreement, Article 5.10. Teacher initiated transfer requests can be submitted between January 1<sup>st</sup> to April 1<sup>st</sup> for the upcoming school year. Requests are to be submitted via AtrieveERP - eForms.

- The form must be filled out in its entirety and submitted **no later than April 1<sup>st</sup>** preceding the school year for which the change to placement is desired.
- Normally, the teacher is required to have worked at the same school for a **minimum of five (5) years**. They could apply during their fifth year of teaching at that school for placement the following school year.
- Requests will be reviewed by Senior Administration in consultation with principals for a position for which the teacher is suitably qualified based on seniority, skills, prior experience, and context. A final decision, including any details, will be communicated with a formal letter.
- Teacher initiated transfers may be approved or denied at the discretion of the Division. The Division may modify its application of these guidelines as it sees fit.