



Rationale

There are advantages to both teachers and students when teachers are able to transfer to another school within the system. It not only provides a change of location and new challenges for the teacher but also provides for the exchange of teaching techniques, approaches, ideas, etc. A new school environment can provide an opportunity for professional growth. Transfers may be of a permanent or temporary nature.

Policy

Board of Directors supports the provision for teachers to transfer to schools within the Catholic Independent Schools of the Diocese of Victoria.

Regulation

1. Types of Transfer

- Mutual Exchange: two teachers agree to exchange schools within the system for a minimum of one year from September through June.
- Temporary Placements: to fill temporary positions vacant in another school within the system (minimum of one year). These will be effective September through June.
- Permanent: to fill permanent positions vacant in another school within the system.

2. Criteria

In all the above categories the following criteria will be considered:

- In the case of a Catholic, proof of active participation in a Catholic parish community.
- Student, program and staffing needs as perceived by the Superintendent, Principal and Local School Council.
- Experience, interests and training of applicants.
- Contribution the applicants can make to the position.
- Length of service in the school system.

3. Applications on appropriate Catholic Independent Schools of the Diocese Victoria forms from teachers currently employed within CISDV will be considered before applicants from outside the system.



4. Transfers and Mutual Exchanges will be undertaken at the end of a school year in preparation for the following school year.
5.
 - 5.1 Permanent or Temporary Position
 - Teachers on a continuing contract wishing to be considered for transfer to another school must submit their request in writing to the Superintendent of Schools, by March 15st of the current school year. The letter of intent should indicate whether the teacher is interested in a temporary position or a permanent position.
 - As per the Collective Agreement, in anticipation of upcoming vacancies for the start of the new school year, the Superintendent will meet with the teachers requesting a transfer from the unionized schools prior to June 30th to discuss their request and to determine their suitability for any available positions taking into consideration the teacher's skills, abilities, and employment record in relation to the specific needs of the school and the system. Applicants for vacancies who are deemed suitable will be offered the available position(s). If there are no suitable applicants, then the position(s) will be posted.
 - If a teaching position cannot be filled through a transfer as per the Collective Agreement, the position will be further posted.
 - Vacancies for CISDV teaching positions will be emailed to all teachers when a teaching position is being posted internally and/or externally.
 - 5.2 Mutual Exchange
 - Teachers will submit a written request to their respective Principal prior to March 15st. Principals will provide a letter to the Superintendent recommending the exchange.
 - The Superintendent will confirm the exchange in writing to all parties concerned.



- Unless both teachers request to remain in their temporary assignments by March 15 of the following year they will automatically return to their school in September.

6. **Confirmation of Transfer**

If approved, the teacher(s) will receive a confirmation letter from the Superintendent.

NOTE: Forms available at the Island Catholic Schools website.

Reference:	Approved
	Date Approved: January 1997
Cross-reference: Collective Agreement	Date(s) Revised: October 2003 January 26, 2021