

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Background

HPSD intends that teaching staff be assigned on the basis of needs of HPSP, the qualifications of the individual, and the expressed desires of the individual.

Procedures

1. Teacher Request for Transfer:

- 1.1. A teacher may request a transfer by submitting a letter of request to the Superintendent:
 - 1.1.1. prior to March 31 for a position available in the current school year.
 - 1.1.2. for a position available in the next school year.
- 1.2. The Superintendent will make the request known to the Principal of the school from which the teacher proposes to transfer, and to the Principal of the proposed receiving school, who will meet with the teacher to explore the requirements of the vacant position.
- 1.3. When several candidates request consideration for transfer to the same vacant position, they will be evaluated on the criteria listed below, which will form the basis for a recommendation by the Principal:
 - 1.3.1. Suitability for the assignment;
 - 1.3.2. Specialization;
 - 1.3.3. Relative competence;
 - 1.3.4. Years of teacher training;
 - 1.3.5. Years of experience as a teacher;
 - 1.3.6. Years of experience in HPSP.
- 1.4. If the Principal is prepared to accept a teacher transfer, the Principal must send to the Superintendent a letter of recommendation to initiate the transfer.

2. Superintendent Initiated Transfer:

- 2.1. The Superintendent may transfer a teacher when it is in the best interest of HPSP.
- 2.2. The principles outlined in section 212 of the Education Act shall be adhered to when involuntary teacher transfers are considered.
- 2.3. A transfer will not be a substitute for the termination of a contract for just cause.

References

Section 53, 212, 217 Education Act

Cross References

[Policy 13](#)