

## Administrative Procedure 433

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# ADMINISTRATOR TRANSFER

## Background

The Division views all administrative positions as being leadership roles. The responsibility for the administration of the Division schools as site-based leaders appropriately defines this role. Division Administrators singly and as a team provide for educational and religious leadership to their school.

Given the critical nature of the administrative leadership positions within our schools the Division views the retention and exercise of its rights to transfer Administrators between Schools as fundamental. Subject to s. 104 of the School the Superintendent of Schools may transfer Administrators in his or her absolute discretion exercised in good faith.

In addition the Board discretion to transfer outlined above the Division believes that periodic transfer of school-based administrators contributes to their professional growth, thereby improving the quality of education in the Division. Accordingly, all school-based administrators are appointed as Division Administrators, with the expectation that Administrators may be transferred periodically.

The Division encourages the periodic transfer of school-based administrators.

## Procedures

1. The Superintendent of Schools is responsible for transferring Administrators in accordance with the following:
  - 1.1 All transfers shall comply with s. 104 of the School Act.
  - 1.2 Transfers of Administrators will be motivated primarily by what serves the interest of students and the needs of the Division; and secondarily; by the desires and interests of school-based administrators. Transfers of school-based administrators are not to be undertaken as a punitive measure.
2. Where the Superintendent of Schools initiates the transfer of a school-based administrator, his/her salary will be "red circled" for three years, as per Article 6.7 of the Collective Agreement. The Administrator will receive the higher of: his/her current salary frozen at the June 30 rate; or the salary of the school he/she has been designated to. After the three-year period, Article 6 of the collective agreement between the Division teaching staff and the Board will govern the Administrator's salary.

Reference: Section 19, 20, 60, 61, 96, 104, 113, School Act  
Policy 14 – Hearings on Teacher Matters

