



## Administrative Procedure 5010

# Assignment of Professional Permanent 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:**

[BTA Collective Agreement](#)

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**Date Adopted:** June 2006

**Amended:** December 2017

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All permanent teachers employed by the Brandon School Division shall be assigned to specific positions by and under the direction of the Superintendent/CEO or designate. Any teacher may be assigned or transferred to any position for which, in the opinion of the Superintendent/CEO or designate, the teacher is qualified.

### Operational Guidelines

- Transfers may be made at the discretion of the Superintendent/CEO or designate.
- School Leaders have a responsibility to teachers under their supervision and to the Division generally to recommend to the Superintendent/CEO or designate transfer of staff from one grade to another when the School Leader believes a change in assignment to be in the best interest of the Division. All such recommendations must be discussed with the teacher by the School Leader prior to the making of a formal recommendation.

### Declaration of Reassignment

When the assignment of a permanent teacher ceases to exist in a school either because of a decline in enrolment or because of a reduced demand for instruction in the specialized area of that teacher, the teacher will be reassigned.

Every effort will be made to reassign the teacher in accordance with student program needs and corresponding qualifications.

1. In preparation for the analysis of teacher staff deployment, the School Leader shall prepare the school's program and course needs according to the students' instructional requirements. The annual instructional plan must be approved by the Assistant Superintendent by the end of the first instructional week in April.
2. Upon receipt of the annual teacher staff allocation and approval of the school's annual instructional plan the School Leader 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;
  - decide upon the final school teacher deployment plan for approval by the Assistant Superintendent; and
  - advise the teacher(s) to be reassigned of the decision, in person, with the reasons.

All of the following criteria will be used to determine reassignment:

- appropriateness of qualifications;
- applicable experience;
- previous performance as documented; and
- seniority within the Division.

This decision shall be confirmed in writing; copy to the Director of Human Resources.

3. The teacher to be reassigned is placed by the Assistant Superintendent in accordance with program and student needs and confirmed in writing by June 15<sup>th</sup>.
4. Postings will commence once all teacher reassignments are complete.