Living Sky School Division No. 202

Administrative Procedure Manual

Procedure Name: Reassignment of Teachers and School-based Administrators			
Procedure Type:	Human Resources	**Implementation Date:**	JAN 1, 2006
Procedure Number:	5.08	**Last Approval Date:**	JUN 22, 2026
AP Owner:	HR Administrator	**Last Reviewed:**	JUN 22, 2026
Legal Reference(s):	*The Education Act, 1995, s. 85, 87, 174, 200*		

Background

When considering teaching assignments, Living Sky School Division (LSKYSD) seeks to align the needs of students with the professional expertise, qualifications, and experience of teachers as closely as possible. Reassignments within LSKYSD may be used to effectively utilize professional strengths, respond to changing school and system needs, and ensure continuity of learning for students.

Staffing decisions are guided by principles of equity, continuity of learning, and responsible stewardship of human resources. Reassignments are not disciplinary in nature and are undertaken to support student success, operational effectiveness, and the overall needs of LSKYSD schools.

Scope

This procedure applies to all certified teachers and school-based administrators employed by LSKYSD.

Definitions

Reassignment is a division-initiated reassignment or school-initiated change in an employee's assignment, duties, or work location that occurs within the scope of the employee's existing contract and does not require the posting of a vacancy or the issuance of a new contract.

Division-Initiated Reassignment is a reassignment directed by the director or designate that results in a teacher or school-based administrator being assigned to a different school or work location to meet organizational, operational, staffing, leadership development, succession planning, or student learning needs. A division-initiated reassignment is not disciplinary in nature and does not result from competency or performance concerns.

Transfer is the movement of a teacher or school-based administrator from one school to another as a result of applying for and being selected through a posted vacancy in accordance with the applicable collective agreement and LSKYSD staffing procedures.

Roles & Responsibilities

Human Resources Administrator

- responsible for annual staff planning and the allocation of resources
- Maintains documentation related to division-initiated reassignments and provides advice regarding staffing processes and employee assignments.

Superintendents

- Support annual staff planning and staffing decisions.

- Work with principals to review staffing needs and recommend staffing changes.
- Support the implementation of division-initiated reassignments as required.

Principals

- Responsible for assigning teaching duties within their schools.
- Consider and implement school-based reassignments.
- Communicate staffing needs and vacancies to the human resources administrator.

Procedures

1. **Initial Assignment for the School Year**
   a. All teachers are contracted with LSKYSD and assigned to schools.
   b. Principals, under the supervision of a superintendent, are responsible for assigning teachers to specific teaching duties in the schools.
   c. Except where vacancies exist, teaching assignments will be determined and communicated by the principal under the supervision of the superintendent.

2. **Reassignment within the School**
   a. Teaching assignments may change over time.
   b. A teacher may request a reassignment by providing the principal with a written request outlining the reasons for the request. Final approval rests with the principal and is contingent on the principal's ability to facilitate the request within operational and staffing constraints.
   c. The principal may initiate a reassignment within the school. Reassignment within the school shall occur only after informing the teachers involved. The principal's decision shall be considered final.
   d. When a vacant position exists at a school, the principal shall consider all in-school reassignments before notifying the appropriate superintendent with the description of the teaching position to be filled.

3. **Transfer to Another School (Teachers)**
   a. Teachers interested in initiating a transfer shall notify their school administrator and the Human Resources Administrator within the timelines established in the LINC Agreement.
   b. Teachers may express their interest in any open position.
      i. Vacant positions shall be posted in accordance with the LINC Agreement. They shall be advertised internally and may be advertised externally.
      ii. If a vacancy occurs after the school year has begun, teacher moves will be considered only in exceptional circumstances.
      iii. Vacancies effective June 30th shall be filled through the annual staffing process.
   c. Current teaching staff who wish to be considered for a vacancy shall apply as internal candidates according to *AP 5.01 Staff Recruitment and Selection*.
   d. Following the closing date of the posting, internal and external applications shall be reviewed. The position will be awarded to the most suitable candidate.
   e. The superintendent responsible for filling the vacancy shall determine whether an interview process is required to award the contract according to *AP 5.01 Staff Recruitment and Selection*.
   f. All internal candidates interviewed shall be personally notified regarding the outcome of the competition.

4. **Transfer to Another School (School-based Administrators)**
   a. The process for transferring administrators is the same as the above-mentioned process for teaching transfers.

b. In determining administrator transfers, the superintendent may consider operational needs, leadership experience, professional growth, and succession planning.
c. The superintendent shall determine whether an interview process is required to award the contract according to *AP 5.01 Staff Recruitment and Selection*.

5. **Reassignment to Another School (Division-initiated)**
   a. The director or designate may, at any time, reassign teachers and school-based administrators to other schools.
   b. Reassignment shall not occur for punitive reasons or to deal with competency concerns.
   c. Reassignment may be undertaken to leverage a particular competency or area of expertise or to provide a development experience to expand a competency or area of expertise.
   d. The human resources administrator shall make reasonable efforts to reach a mutual agreement regarding the reassignment. Except in extraordinary circumstances, all potential reassignments shall be discussed with the teacher or school-based administrator before they are implemented. Several factors shall be discussed including:
      i. the reason(s) the reassignment is being considered;
      ii. an indication of what is to be achieved through the reassignment;
      iii. place of residence and commuting distance, and
      iv. individual and family circumstances.
   e. Changes of assignment location up to 40 kilometers from the employee's existing designated work location are considered reasonable commute distances and not subject to relocation considerations. Human Resources shall retain a written record of discussion items to be shared with the employee and retained in their personnel file.
   f. Teachers may appeal reassignments through the local teachers' association to the director or designate.
   g. If the dispute is not resolved, the teacher may refer the dispute for disposition under the provisions of *The Education Act, 1995.*
   h. In exceptional circumstances, the director or designate may unilaterally direct an in-term reassignment to meet a short-term organizational or personal need. In such cases, the terms and scope of the assignment shall be documented, and a review shall take place at the conclusion of the school year.

Related

5.01 Staff Recruitment and Selection
5.09 Staff Reductions