

## EASTERN SCHOOL DISTRICT

## BOARD REGULATION

SUBJECT: **Administrator Transfer**

DATE OF ADOPTION: March 10, 2010

EFFECTIVE DATE: **March 10, 2010**

SUPERSEDES: January 12, 2005

CROSS REFERENCE: P.E.I.T.F. Collective Agreement - Sections 1:01, 1:03, 9:05, 26:04, 30 and 32:02  
Board Policy GCKC - Administrator Transfer  
Board Regulation GCF-R - Search and Selection Committees

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It is the policy of the Board of the Eastern School District to encourage the transfer of principals and vice-principals in the District from one school to another and to promote an open and transparent process for the filling of vacant administrative positions.

"Administrative Positions" shall mean the position of board based consultant, program coordinator, principal, vice-principal and department head.

"Acting Administrative Positions" shall mean those administrative positions which will be vacant for less than the school year and which are filled on a temporary basis by a teacher.

"Temporary Administrative Positions" shall mean those administrative positions which are vacant for a full school year or more as a result of the temporary absence of the regular incumbent.

Acting Administrative Positions

1. In the event of the absence of a principal or vice-principal arising during the school year, the acting appointment shall be made in accordance with article 30 of the PEITF collective agreement.<sup>1</sup>

Acting appointments shall not extend beyond the end of the school year. Persons holding an acting administrative appointment are not eligible to apply for internal administrative transfers, unless the person also holds a regular administrative appointment (e.g. - vice-principal acting as principal).

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<sup>1</sup> PEITF Collective Agreement - Section 30

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Temporary Administrative Positions

2. All temporary administrative positions of principal and vice-principal shall be filled in the following manner:
- a. The position shall first be posted for internal transfer among the existing principals and vice-principals of the School District<sup>2</sup>. At this stage the position is open only to principals and vice-principals appointed, through a competitive process, to an administrative position for a period of at least one full school year. Person's holding an acting administrative position<sup>3</sup> shall not be eligible to apply for transfer at this stage.
  - b. A principal or vice-principal granted a leave of absence shall, at the conclusion of the leave, be returned to the same position provided it is still available. Alternatively, he/she may apply for a transfer pursuant to the terms of the collective agreement.
  - c. The incumbent replacing a principal or vice-principal shall, at the conclusion of the leave, be returned to his/her former position. Alternatively, he/she may apply for a transfer pursuant to the terms of the collective agreement.
  - d. An incumbent initially appointed through a competitive process to a position of principal or vice-principal for one full school year to replace an administrator on an approved leave of absence, may be extended for one additional school year in the event the leave of absence is extended. Any such extension shall be subject to the incumbent receiving a positive performance appraisal from the Superintendent or designate.
  - e. In the event the permanent incumbent does not return at the end of their approved leave, the District Superintendent shall:
    - i. normally post the position as available for transfer; however,
    - ii. where the Superintendent is of the opinion that it is in the best overall interest of the school or District to confirm the temporary incumbent in the position, he/she may do so without further competition.

If the position is posted for transfer, the temporary incumbent shall be eligible to apply at step one, internal transfer.
  - f. Any position of principal or vice-principal not filled through the internal transfer process<sup>4</sup>, shall be posted to an open competition<sup>5</sup>.

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<sup>2</sup> PEITF Collective Agreement - Section 26:04

<sup>3</sup> PEITF Collective Agreement - Section 1:01

<sup>4</sup> PEITF Collective Agreement - Section 26:04

<sup>5</sup> PEITF Collective Agreement - Section 32:02

Regular Administrative Positions

3. All vacant administrative positions of principal and vice-principal shall be filled in the following manner:
  - a. The position shall first be posted for internal transfer among the existing principals and vice-principals of the School District<sup>6</sup>, including administrators holding a temporary appointment for a temporary period for one year or more. Person's holding an acting administrative position<sup>7</sup> shall not be eligible to apply for transfer at this stage.
  - b. Any position of principal or vice-principal not filled through the internal transfer process<sup>8</sup>, shall be posted to an open competition<sup>9</sup>.

Other

4. The Manager of Human Resources will be responsible for the implementation and coordination of the administrator transfer policy.
5. Administrators returning from leave and administrators required to move due to extenuating circumstances will automatically receive a placement before any posting of open positions. Such placements will be referred to as compulsory placements.
6. Administrative positions open for transfer will be posted as required.

Applications for transfer will be received by the Manager of Human Resources during the five days following the posting.

When the transfer position is that of a school principal, a selection committee consisting of:

- The Superintendent of Education or designate,
- The Manager of Human Resources or designate,
- A staff representative from the school involved,
- The Board Chairperson or designate, and
- A local trustee or designate,

(as per Board Regulation GCF-R - Search and Selection Committee)  
will screen applications, establish a short list of qualified candidates, interview candidates, review references and select a candidate for appointment.

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<sup>6</sup> PEITF Collective Agreement - Section 26:04

<sup>7</sup> PEITF Collective Agreement - Section 1:01

<sup>8</sup> PEITF Collective Agreement - Section 26:04

<sup>9</sup> PEITF Collective Agreement - Section 32:02

When the transfer position is that of a school vice-principal, a selection committee consisting of:

- The Manager of Human Resources or designate,
- The school principal,
- A teacher from the school involved,
- The Board Chairperson or designate, and
- A local trustee or designate,

(as per Board Regulation GCF-R - Search and Selection Committee)

will screen applications, establish a short list of qualified candidates, interview candidates, review references and select a candidate for appointment.

7. During the transfer process for principals, the selection committee will seek input on the goals and needs of the school involved from additional sources. The parents of the school will be invited to provide input through a written submission to the selection committee. The school staff will also be invited to provide input through a written submission to the selection committee.
8. An administrative position will be declared vacant if an open position is not filled by transfer. Vacant administrative positions will be filled by an open competition.
9. All administrative transfers will be reported to the District Board of Trustees.

The process of consultation between administrators and the Manager of Human Resources will establish an expectation that administrative movement is a desirable goal.

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