

SCHOOL LEADER TRANSFERS

Background

School Leaders play a critical and fundamental role in establishing and supporting the conditions under which powerful learning environments occur within Wild Rose Schools. While there is no upper limit to tenure in one school, the division will be mindful of such matters as the need for school renewal.. The division recognizes that leaders bring proven strategies and strengths from one school to another.

Definitions

School Leaders are Principals and Vice Principals.

Guidelines

Transfers should be conducted with integrity and transparency. Clear rationale for the move shall be communicated. Transfers shall not be used as a disciplinary measure. The division recognizes that the Superintendent needs the ability to transfer school leaders to support the needs throughout the school division.

Procedures

1. Process
 - 1.1. The school leader transfer process will be discussed annually in the fall, collectively and individually.
 - 1.2. School leaders may request a transfer after meeting with the Superintendent and filling out Form [431-1](#) or the Superintendent may direct a transfer.
 - 1.3. Directed transfers will not take place as a disciplinary measure or due to performance concerns. The appropriate school leader growth, supervision, and evaluation process must be utilized.
 - 1.4. As per the collective agreement, a school leader who is transferred to another administrative position within the School Division where the allowance is lower than their original position shall maintain the higher allowance for a period of two (2) years from the date of the transfer. If an administrative designation is terminated as a result of a transfer the salary and allowances of the affected administrator shall be maintained for a period of three (3) years.
 - 1.5. The division will support the transfer with additional administrative time in the first year, and the opportunity to transition with the previous leader if possible.
 - 1.6. Transferred school leaders will have the opportunity to participate in staffing and budgeting for the school year in which they will begin leadership if possible.

2. Communication

- 2.1. To ensure operational stability, school leader transfers (voluntary or directed) shall be finalized and communicated to stakeholders as early in the school year as practicable.
- 2.2. The Superintendent will engage in consultative discussions regarding reassignments with school leaders who have requested a transfer, as well as those with significant tenure (over 10 years) in their current assignment.
- 2.3. Final determination of placements remains at the discretion of the Superintendent, and all candidates will be informed promptly once the selection cycle is complete.
- 2.4. The Superintendent will work with the School Leader to develop a communication plan and timeline for their school team and school community.
 - 2.4.1. Where there are two school leaders in a school, the non-transferring school leader may be involved in the communication planning
 - 2.4.2. Cascading notifications of the transfer shall take into consideration the school leader, school leader partner (if applicable), school staff, school council and greater school community and the school division as a whole.
- 2.5. Communication with the school leader will provide specific reasons and clear rationale.
- 2.6. Communication to the transferring school leader will be formalized in writing from the Superintendent following an in-person meeting.

3. Timelines

- 3.1. Every effort will be made to have transfer decisions made by January unless there are extenuating circumstances.
 - 3.1.1. Occasionally School Leader transfers must occur to balance system needs across the division, and as such some timelines may be changed/altered.

4. Geography

- 4.1. Transfers will be kept in the region (north/south) that they are currently in, unless requested by the school leader.
- 4.2. Directed transfers will take into consideration the stability and context of rural and urban communities.

5. Appeals

- 5.1. When the school leader does not wish to transfer in accordance with the notice, inform the school leader that he/she may request a hearing with the Board within seven (7) days following receipt of the notification. This written appeal by the school leader shall indicate their concerns with the proposed transfer, their perception of how the transfer does not meet the transfer criteria, their preferred placement for the coming year.
- 5.2. The Board shall set a date and time for the hearing requested no earlier than fourteen (14) days after the school leader receives the notice of transfer. The Board's scope of responsibility is to determine if division administration has made the transfer based on the procedures listed above.
- 5.3. The transfer cannot take place until after the hearing before the Board or a committee thereof.
- 5.4. A school leader who has been transferred by a school board may resign upon thirty (30) days notice if he/she does not wish to comply with the transfer order of the Board.

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