



1.2 Division-Initiated Teacher Transfers

- 1.2.1 Consideration of reassignments of teaching duties through transfer to another school may be initiated by the Superintendents of Operations in consultation with the principal.
- 1.2.2 Upon confirmation of the transfer the teacher is to receive notice in writing.

2. In-School Administrators

- 2.1 The Superintendents of School Operations are responsible for the hiring of all in-school administrators. The recruitment, selection and appointment procedures are determined by the Superintendents of School Operations.
- 2.2 The Superintendents of School Operations are responsible for ensuring the process that is used for filling vacant in-school administrative positions complies with Board Policy 15.
- 2.3 All positions are to be advertised internally and may also be advertised externally.
- 2.4 Administrative selections are to be reported to the Board of Education after appointments have been made.
- 2.5 The Director of Education retains the prerogative to initiate transfers of in-school administrators after consulting with the Board Chair.

3. Non-Teaching Support Staff – Central Office

- 3.1 The Director or designate is responsible for hiring non-teaching central office staff.
- 3.2 Recruitment, selection, and placement procedures are determined by the Director or designate.

## 5. Facility Operators and Maintenance

- 5.1 The Superintendent of Human Resources or designate in consultation with the Facilities Manager is responsible for hiring or contracting facility operators and maintenance staff.
- 5.2 The Facilities Manager in consultation with the Superintendent of Human Resources or designate is responsible for determining appropriate recruitment, selection, and placement procedures.
- 5.3 Vacant positions are to be posted internally and externally. Positions may be advertised externally when necessary.
- 5.4 Facility operators and maintenance staff are to be employed under the conditions of their applicable employment contract, or through a services contract where applicable.

## 6. Bus Drivers

- 6.1 The Transportation Manager or designate in consultation with the Superintendent of Human Resources is responsible for hiring or contracting bus drivers.
- 6.2 The Transportation Manager in consultation with the Superintendent of Human Resources or designate is responsible for determining appropriate recruiting and selection procedures.