



402.16AP Professional Staff Deployment

ESTABLISHED: 2014.02.19

AMENDED: 2025.05.12

REVIEWED: 2025.05.29

APPROVED: 2025.05.29

CROSS REFERENCE:

- [402BP Employee Relations](#)
 - [Staffing Guidelines for Professional Staff](#)
 - [ATA Collective Agreement](#)
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PROCEDURES:

1. The employee recruitment and selection process shall ensure that the division will strive to hire the most suitable candidates through an open and transparent process (Policy 402BP Employee Relations). The person selected will have the best possible fit of knowledge, skills and attitude to those identified in the selection criteria.
2. All teaching staff will be provided an annual opportunity to complete a confidential, non-binding BTPS staffing intent form each February. Staff may use this form to indicate an interest in a potential transfer to a different location within the school division, in accordance with the provisions of the ATA collective agreement. Responses will be shared with school administration to support staffing discussions.
3. The Principal determines the staffing requirements of the school, considering the potential for staff reassignment at the school site. The Principal then notifies the Superintendent or designate of available positions and/or surplus teaching staff.
4. A list of positions throughout the division is compiled. Should teaching positions be available:
 - 4.1 Superintendent initiated transfers must first take place. Those teachers on continuous contracts that have been identified as surplus staff when a school needs to downsize and any teachers returning from leaves of absence must be offered available positions in their field of expertise.
 - 4.2 Should teaching positions then be available, those teachers on probationary contracts that have been recommended for and accepted continuous contracts will be placed.
 - 4.3 Should teaching positions then be available, school Principals may advertise for available

positions at their school site. All positions will be advertised, on the BTPS website, and on the ApplytoEducation website and any job boards associated with it.

4.4 Teachers within the division will be informed through email at least three (3) calendar days in advance of a job posting to external candidates, in accordance with the ATA collective agreement.

5. Teachers holding a continuous contract with BTPS that meet qualifications of a posted position of equitable job category will be guaranteed an interview. If an internal and an external candidate are equally qualified, preference will be given to the internal candidate. Teachers wishing to relocate through application to another school in BTPS must notify their present school principal of their intentions before being considered for the desired position.
6. Staff relocation after June 15th may impact the administrator's ability to effectively plan and staff the school for the upcoming year. The transfer of teaching staff after June 15th will not be encouraged.
7. Staff relocation through staff initiated transfer will be discouraged within the first two years of the teacher having accepted a position at a school.