



#### Rationale

There will be times, for many different reasons, that a teacher may wish to leave the school in which he or she is teaching and obtain a position in another school within CISVA. In order to facilitate the process, there must be an understanding of the operation of CISVA and a workable procedure for those teachers wishing to change schools.

#### Policy

Teachers wishing to move to another CISVA school must complete the required documentation and submit it to the Superintendent's Office by 10 April (the application period runs from 15 November to 10 April each year). Approval from the Associate Superintendent (Human Resources) is required in order for a teacher to be placed on the Approved List of Teachers Changing Schools. The required documentation includes:

- "Teacher Application for Changing Schools" form
- "Catholic Pastoral Reference" form (not older than one year)
- Updated resume
- Principal's reference letter

#### Procedure

- Any teacher wishing to change schools must complete a "Teacher Letter of Intent for Changing Schools" form. This letter allows the teacher to be available to accept a teaching position in a CISVA school without resigning from their current position but requires the teacher to return to their original school if they do not secure a position in another Catholic school in the Vancouver Archdiocese by 30 April.
- Schools may access online the names of teachers on the Approved List of Teachers Available to Change Schools with details regarding grade level/subject area preferences as well as other pertinent information.
- It is important to remember to check with the Superintendent's Office if a teacher, who is not on the Approved List of Teachers Available to Change Schools, contacts a school seeking a position. That a teacher is already working within CISVA does not mean that they are eligible for re-hiring in another school.

#### The School Must

- offer the teacher wishing to change schools a Letter of Intent by 15 April.
- keep the teacher's position open for him/her until 30 April.

#### The Principal Must

- in cases where the name was not supplied by the Superintendent's Office: check with the Superintendent's Office for permission to interview the teacher wishing to change schools. This check must be done before the teacher is interviewed.
- contact the Principal from the receiving school for a reference.

