

Intra-District Exchange (Article E.27) FREQUENTLY ASKED QUESTIONS

What is the Intra-District Exchange?

The Intra-District Exchange provides an opportunity for two teachers to exchange schools and assignments for a period of one school year, from September 1 – June 30th.

Who can apply for the Intra-District Exchange?

Teachers with continuing status who hold either a continuing full time or part time position are eligible to apply for an exchange. As well, the teachers must demonstrate that they possess the necessary qualifications and abilities to exchange assignments.

How long is the exchange?

The initial exchange is temporary for one full school year, from September 1 to June 30th.

How do teachers apply for an exchange?

Teachers wishing to be considered for an exchange must fill out the Intra-District Exchange Form and submit it, along with their resumes, to Human Resources, by April 1st.

Who approves the exchange?

Human Resources, in consultation with the school principals, approve the exchange.

When is the deadline for submission?

The deadline for Intra-District Exchange requests is April 1st.

When will teachers be told if their exchange has been approved?

Teachers will be notified, in writing, no later than April 30th if their exchange has been approved.

What happens at the end of the first year of exchange?

At the end of the first year, by April 1st, the teachers can either:

- dissolve the exchange and return to their previous assignments and schools at the beginning of the next school year
- or
- apply in writing by April 1st to make the exchange a permanent reassignment

Who can I contact for more information about the Intra-District Exchange?

Contact the District Principal of Human Resources, Nadine Clattenburg, or the CTA President or Vice-President for more information.

ARTICLE E.27 INTRA-DISTRICT EXCHANGE

1. Where two (2) continuing teachers wish to exchange assignments and have the necessary qualifications and abilities required by the position that they are transferring to they may file a written request for exchange through the Human Resources Department by April 1, to be implemented for the subsequent school year. This exchange shall not be unreasonably denied. The response to the request will be given in writing by April 30.

3. After the first year the exchange shall either be dissolved or become a permanent reassignment upon agreement of both employees and the Superintendent or designate. All parties shall agree and confirm in writing. Upon written agreement both teachers shall be committed to the reassignment. Teachers shall apply for confirmation of the intradistrict exchange by April 1 and will receive response by April 30.



**APPLICATION
INTRA-DISTRICT EXCHANGE (Article E.27)**

Teachers wishing to be considered for an Intra-District Exchange for the 2017-18 school year must:

- complete the attached form
- have the form signed by their respective principals
- attach a resume of qualifications and experience
- submit the form and the resumes to Human Resources no later than April 1st, 2017

We wish to be considered for an Intra-District Exchange for the upcoming school year (September 1 – June 30).

Name

Name

School

School

Current Assignment/Grade

Current Assignment/Grade

Teacher Signature

Teacher Signature

Principal Signature

Principal Signature

*Please return this form and resumes to Human Resources by no later than April 1st, 2017.
Please note that late submissions will not be considered.*