

## VOLUNTARY TENURED TEACHER TRANSFER Teachers

Process	Comments	Time Period
<b>Notifications</b>	<ul style="list-style-type: none"> <li>Teachers will be notified by Human Resources regarding the Voluntary Tenured Teacher Transfer process no later than January 31<sup>st</sup> or the next business day for teachers.</li> </ul>	By Jan 31 <sup>st</sup> or next business day for teachers
<b>Application for Voluntary Tenured Teacher Transfer</b>  Ctrl + Click link below for <a href="#">Transfer Application Walkthrough</a>	<ul style="list-style-type: none"> <li>Tenured teachers must complete an online Transfer Application. Click <a href="#">HERE</a> to login to your application.</li> </ul>	March 1 <sup>st</sup> – March 31 <sup>st</sup>
	<ul style="list-style-type: none"> <li>Teachers must apply to the appropriate <b>Voluntary Tenured Teacher Transfer</b> job advertisement through their Transfer Application.</li> </ul>	
	<ul style="list-style-type: none"> <li>The following three (3) job advertisements will be posted:               <ul style="list-style-type: none"> <li><b>Voluntary Tenured Teacher Transfer – Elementary Schools</b></li> <li><b>Voluntary Tenured Teacher Transfer – Middle Schools</b></li> <li><b>Voluntary Tenured Teacher Transfer – High Schools</b></li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Advertisements will be posted from March 1<sup>st</sup> – 31<sup>st</sup>.</li> </ul>	
	<ul style="list-style-type: none"> <li>Teachers must apply to the appropriate job advertisement prior to the closing date of March 31<sup>st</sup> to be eligible for consideration. Teachers will not be able to attach their online application to the job advertisement after the <b>deadline of March 31<sup>st</sup></b>.</li> </ul>	
	<ul style="list-style-type: none"> <li>Paper applications will <b>not</b> be available or accepted.</li> </ul>	
<b>Applicant Eligibility for Transfer Review – Human Resources</b>	<ul style="list-style-type: none"> <li>Human Resources will screen applicants to the Voluntary Tenured Teacher Transfer job advertisements based on the following criteria:               <ul style="list-style-type: none"> <li>Full-time certified teacher</li> <li>Attainment of tenure</li> <li>Appropriate certification for job posting</li> <li>Application Complete</li> </ul> </li> </ul>	March 1 <sup>st</sup> – April 5 <sup>th</sup>
<b>Interview</b>	<ul style="list-style-type: none"> <li>Teachers are responsible for contacting schools and requesting interviews. There is no restriction on the number of schools a teacher may contact for interview. Principals are not required to interview upon request.</li> </ul>	April 5 <sup>th</sup> – July 10 <sup>th</sup>
<b>Selection</b>	<ul style="list-style-type: none"> <li>Principals will submit a Request to Hire to the Division of Human Resources upon selection of a candidate.</li> </ul>	
	<ul style="list-style-type: none"> <li>Tenured teachers are eligible to be transferred to only one school, and after accepting the one school transfer, are not eligible to accept any other transfer offer during the school term.</li> </ul>	
	<ul style="list-style-type: none"> <li>No Requests to Hire for voluntary transfers will be accepted after July 10<sup>th</sup>.</li> </ul>	
<b>Contact Person</b>	<ul style="list-style-type: none"> <li>If you have questions, please contact the Division of Human Resources at 221-4500.</li> <li>Information related to the Voluntary Tenured Teacher Transfer process can also be found on the Human Resources webpage under Voluntary Tenured Teacher Transfer.</li> </ul>	