

**VOLUNTARY TENURED TEACHER TRANSFER**  
**Overview for Principals**

Process	Comments	Time Period
<b>Notifications</b>	<ul style="list-style-type: none"> <li>Principals and teachers will be notified by email 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>APPLY</b> <b>Applications for Voluntary Tenured Teacher Transfer</b>	<ul style="list-style-type: none"> <li>Tenured teachers must complete an online Transfer Application and apply to the appropriate <b>Voluntary Tenured Teacher Transfer</b> job advertisement through their online application.</li> </ul>	March 1 <sup>st</sup> – March 31 <sup>st</sup>
	<ul style="list-style-type: none"> <li><b>IMPORTANT NOTE:</b> Creation of the online application does not complete the application process for transfer. A teacher must use the online application to apply to the specific Voluntary Tenured Teacher job advertisement(s).</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 use their online application to apply to the appropriate job advertisement before the closing date of March 31<sup>st</sup> for consideration. Teachers will not be able to attach their online application to the job advertisements 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>HUMAN RESOURCES REVIEW</b> <b>Applicant Eligibility for Transfer</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>Currently tenured</li> <li>Appropriate certification for job posting</li> <li>Application Complete and correct application submitted.</li> </ul> </li> <li><b>NOTE ON MIDDLE SCHOOLS:</b> Teachers who only hold a K-6 certificate may apply to the Middle Schools job advertisement; however, he/she will not be automatically cleared for voluntary transfer to a middle school. An additional review of the specific position and certification will be conducted if the teacher is requested for transfer to a middle school.</li> </ul>	March 1 <sup>st</sup> – April 5 <sup>th</sup>
	<ul style="list-style-type: none"> <li>Screening of applicants will be conducted daily during the application period and will be completed no later than April 5<sup>th</sup>.</li> </ul>	
<b>Applicant Review – Principals</b>	<ul style="list-style-type: none"> <li>Principals will be given access to view applicants to the online job advertisements beginning March 1<sup>st</sup>.</li> </ul>	March 1 <sup>st</sup> – June 30 <sup>th</sup>
	<ul style="list-style-type: none"> <li>Principals will have access to the following applicant information through the job advertisements:               <ul style="list-style-type: none"> <li>Eligibility for transfer</li> <li>Contact Information</li> <li>Current location/assignment</li> <li>Certification</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Principals will also see which employees assigned to his/her school have applied for transfer through the job advertisements.</li> </ul>	
<b>Interview</b>	<ul style="list-style-type: none"> <li>Teachers eligible for transfer are responsible for contacting schools and requesting an interview. There is no restriction on the number of schools a teacher may contact for an interview.</li> <li>Principals are not required to interview upon request.</li> </ul>	April 5 <sup>th</sup> – June 30 <sup>th</sup>

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<b>Request to Hire – Principals</b>	<ul style="list-style-type: none"> <li>• Upon selection of a candidate for voluntary transfer, Principals should confirm that the teacher is willing to accept a transfer to his/her school prior to submission of the request to Human Resources.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Principals must submit an electronic Request to Hire from the appropriate Voluntary Tenured Teacher Transfer job advertisement to his/her assigned Personnel Administrator.</li> <li>• SearchSoft Login for Admins:  <a href="https://ats1.atenterprise.powerschool.com/ats/emp_login?COMPANY_ID=WA003908">https://ats1.atenterprise.powerschool.com/ats/emp_login?COMPANY_ID=WA003908</a> </li> </ul>	
	<ul style="list-style-type: none"> <li>• No Requests to Hire for voluntary transfer will be accepted after June 30<sup>th</sup>.</li> </ul>	
<b>Contact Person</b>	<ul style="list-style-type: none"> <li>• If you have questions, please contact your assigned Personnel Administrator.</li> <li>• Information related to the Voluntary Tenured Teacher Transfer process can also be found on the Human Resources webpage under EMPLOYEES / Voluntary Tenured Teacher Transfer.</li> </ul>	