

**VOLUNTARY TENURED TEACHER TRANSFER**  
**Overview for Teachers**

Process	Comments	Time Period
<b>Notifications</b>	<ul style="list-style-type: none"> <li>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>Application for</b> <b>Voluntary</b> <b>Tenured</b> <b>Teacher</b> <b>Transfer</b>	<ul style="list-style-type: none"> <li>Tenured teachers must complete an online application.</li> <li>Click <a href="#">HERE</a> to create an account and login.</li> <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 Transfer job advertisement(s).</li> <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> <li>Advertisements will be posted from March 1<sup>st</sup> – 31<sup>st</sup></li> <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 apply to job advertisements after the <b>application deadline of March 31<sup>st</sup></b>.</li> <li>Paper applications will not be available or accepted.</li> </ul>	March 1 <sup>st</sup> – March 31 <sup>st</sup>
<b>HUMAN</b> <b>RESOURCES</b> <b>REVIEW</b> <b>Applicant</b> <b>Eligibility for</b> <b>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 – Application must include current work location and current valid certification(s) held.</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>
<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 an interview.</li> <li>Principals are not required to interview upon request.</li> </ul>	April 5 <sup>th</sup> – June 30 <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> <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> <li>No Requests to Hire for voluntary transfers 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 Tracey Kroll at takroll@mcpss.com or 221-4579.</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>	