

VOLUNTARY TENURED TEACHER TRANSFER
Email Notification to Principals

To: All Principals
RE: Voluntary Tenured Teacher Transfer Process

Since 2017, Human Resources has used an electronic process for accepting **Voluntary Tenured Teacher Transfer** requests. We will use this same process this year. Below you will find important information regarding this process.

- **Notification to Teachers:** You are not responsible for distributing information to your teachers regarding the voluntary tenured teacher transfer process. The Division of Human Resources will communicate directly with teachers regarding this process.
- **Applications:** Because this process is electronic, no paper applications will be available or accepted. Instead, there will be job advertisements for Voluntary Tenured Teacher Transfer posted online. There will be three (3) advertisements posted - one each for Elementary Schools, Middle Schools, and High Schools. These advertisements will be posted and available for teacher application from April 1st – April 30th. Teachers will be required to complete an online **Internal Application** and apply to the appropriate job posting prior to the application deadline of April 30th. We have had some issues with teachers just updating their Transfer Application and not using this application to apply to the posted Voluntary Transfer job advertisement within the application period. They must complete both steps.
- **Eligibility:** Human Resources will screen applicants to the job advertisements to verify eligibility for transfer. This screening will take place simultaneously with the application period and should be completed no later than May 5th. Human Resources will screen applicants to the Voluntary Tenured Teacher Transfer job advertisements based on the following criteria:
 - Full-time certified teacher
 - Attainment of tenure
 - Appropriate certification for job posting
 - Complete application
- **Principal Review of Applicants:** Principals will have online access to view applicants to the Voluntary Tenured Teacher Transfer job advertisements beginning April 1st. You will be informed by Human Resources via email when the advertisements are available for review. By reviewing the applicants online through the job advertisement appropriate for your school's grade level, you will be able to see teachers eligible for transfer, his/her contact information, current location and assignment, and certification. As a result, you will not receive a spreadsheet from Human Resources containing information on teachers seeking transfer to your school. You will also be able to see the teachers currently assigned to your school who have applied online for voluntary transfer.
- **Interview:** Eligible teachers can seek transfer to any school for which they hold appropriate certification. It is the responsibility of the teacher to contact the school directly to express interest and request an interview. You have the discretion to grant interviews based on the needs of your school.
- **Request to Hire:** If you select an applicant for voluntary transfer to fill a vacancy at your school, you will submit that recommendation to Human Resources online through a Request to Hire. You should confirm with the employee his/her desire for placement at your school prior to submitting the Request to Hire. The Request to Hire for voluntary transfer is accessible only through the appropriate Voluntary Tenured Teacher Transfer job posting. Once you have completed the Request to Hire, you will submit this electronically to your Personnel Administrator. **The deadline for submitting a Request to Hire for a voluntary transfer is July 10th.** No requests for voluntary transfers will be accepted after this date without an agreement by the current principal to release the employee.

Below you will find links to work instructions related to the Voluntary Tenured Teacher Transfer process.

- SearchSoft login: [Click Here](#)
- Voluntary Transfer Process Overview for Principals – [Click Here](#)
- Review Applicants walk-through – [Click Here](#)
- Request to Hire walk-through – [Click Here](#)

Detailed information specifically for principals related to the Voluntary Tenured Teacher Transfer process can also be found on the Human Resources webpage or by [clicking here](#). You should have all the information you need at your fingertips by visiting the link provided. You may also contact your assigned Personnel Administrator for further assistance. They will be happy to assist you.

Bryan Hack
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Division of Human Resources