

VOLUNTARY TENURED TEACHER TRANSFER

Email Notification to Teachers

To: All Tenured Teachers
RE: Voluntary Tenured Teacher Transfer Process

The **Voluntary Tenured Teacher Transfer** process for the next school year will begin soon. Be advised that this process only pertains to teachers who are currently employed in certified positions and have attained tenure.

Last year we moved to an electronic process for accepting Voluntary Tenured Teacher Transfer requests. We will use the same process this year. Below you will find important information regarding this process. Please be sure to review all the information provided and follow the instructions carefully.

- **Voluntary Tenured Teacher Job advertisements:** There will be three (3) advertisements posted online - one each for Elementary Schools, Middle Schools, and High Schools. These advertisements will be posted and available for application from April 1st – April 30th.
- **Application:** Tenured teachers interested in applying for transfer must complete an **Internal Application** online and apply to the appropriate job posting prior to the application deadline of April 30th. No paper applications will be available or accepted. The Internal Application Walkthrough gives instructions for creating/updating your Internal Application and applying to the job advertisement. If you have already created an Internal Application, you must update it with your current information prior to applying to the job advertisement. Also, please verify that you have completed all sections of the application and have used your legal name as listed on your social security card.

Internal Application Walkthrough [Click Here](#).

- **Certification:** You must be appropriately certified at the grade level of the transfer job posting to which you apply. Appropriate grade level certifications for each job advertisement are as follows:
 - Elementary Posting – certification in grades P-3, K-6, or P-12
 - Middle School Posting – certification in grades 4-8, 6-12, or P-12
 - High School Posting – certification in grades 6-12 or P-12

***Teachers certified in Elementary grades K-6 may apply to the Middle School job advertisement; however, transfer to a Middle School while holding only a K-6 certification requires approval by the assigned Personnel Administrator and the Executive Manager of the Division of Human Resources.**

***Teachers who hold multiple certifications and/or certifications across extended grade levels may apply to multiple Voluntary Tenured Teacher Transfer job advertisements.**
- **Interview:** There is no restriction on the number of schools to which you can seek transfer; however, it is your responsibility to make your interest in transferring to a particular school known to that school and request an interview. Principals have the discretion to grant interviews or not based on the needs of his/her school.
- **Transfer:** You must be selected by the principal of a school and recommended to the Division of Human Resources for transfer. Current 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 this school term. A transfer is not guaranteed and Human Resources retains the right to reject a transfer for programmatic reasons.

Detailed information specifically for teachers related to the Voluntary Tenured Teacher Transfer process can 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.

Should you still have questions after reviewing all the Voluntary Tenured Teacher Transfer information, you can contact our office at 221-4500 and someone will be happy to assist you.

Bryan Hack
Executive Manager
Division of Human Resources