

VOLUNTARY TENURED TEACHER TRANSFER

Teachers

Process	Comments	Time Period
Notifications	<ul style="list-style-type: none"> Teachers will be notified by Human Resources regarding the Voluntary Tenured Teacher Transfer process no later than February 28th or the next business day for teachers. 	By Feb 28 th
Application for Voluntary Tenured Teacher Transfer Click link below for Internal Application Walkthrough	<ul style="list-style-type: none"> Tenured teachers must complete an online Internal Application. 	April 1 st – April 30 th
	<ul style="list-style-type: none"> Teachers must apply to the appropriate Voluntary Tenured Teacher Transfer job advertisement through their Internal Application. 	
	<ul style="list-style-type: none"> The following three (3) job advertisements will be posted: <ul style="list-style-type: none"> Voluntary Tenured Teacher Transfer – Elementary Schools Voluntary Tenured Teacher Transfer – Middle Schools Voluntary Tenured Teacher Transfer – High Schools 	
	<ul style="list-style-type: none"> Advertisements will be posted from April 1st – 30th. 	
	<ul style="list-style-type: none"> Teachers must apply to the appropriate job advertisement prior to the closing date of April 30th to be eligible for consideration. Teachers will not be able to attach their online application to the job advertisement after the deadline of April 30th. 	
	<ul style="list-style-type: none"> Paper applications will not be available or accepted. 	
Applicant Eligibility for Transfer Review – Human Resources	<ul style="list-style-type: none"> Human Resources will pre-screen applicants to the Voluntary Tenured Teacher Transfer job advertisements based on the following criteria: <ul style="list-style-type: none"> Full-time certified teacher Attainment of tenure Appropriate certification for job posting Application Complete 	April 1 st – May 5 th
Interview	<ul style="list-style-type: none"> 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. 	May 5 th – July 10 th
Selection	<ul style="list-style-type: none"> Principals will submit a Request to Hire to the Division of Human Resources upon selection of a candidate. 	
	<ul style="list-style-type: none"> 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. 	
Contact Person	<ul style="list-style-type: none"> No Requests to Hire for voluntary transfers will be accepted after July 10th. 	
	<ul style="list-style-type: none"> If you have questions, please contact the Division of Human Resources at 221-4500. Information related to the Voluntary Tenured Teacher Transfer process can also be found on the Human Resources webpage under Voluntary Tenured Teacher Transfer. 	