

Teacher Transfer Period Begins March 30, 2020

Human Resources is proceeding with the previously planned transfer period to ensure all schools are fully staffed by the first day of school and to recruit candidates for hard to staff areas. The spring transfer period will also provide excessed employees with opportunities to secure positions within our district for the upcoming school year.

Vacant positions have been posted for our **iZone, Continuous Improvement Zone (CIZ), Whitehaven Empowerment Zone (WEZ), or Fresh Start Schools**. Principals may begin the process of scheduling interviews for certified and classified candidates who are interested in transferring starting Wednesday, March 25, 2020. On Monday, March 30, 2020, the transfer period will open for all schools and will continue through Friday, April 24, 2020. The remaining vacancies will be posted on March 30, 2020.

Since we are under social distancing guidelines, principals and hiring managers **must** conduct virtual interviews for open positions. They will use platforms such as Microsoft Teams, Zoom, Face Time, or Skype. In adherence to CDC recommendations, no face to face interviews will be allowed,

NEW for the 2020-21 School Year

Certified Employees

Certified employees interested in transferring to a new location or position for which they qualify may apply for vacant positions during the voluntary teacher transfer period. The effective date of accepted transfers will be the first day of the new school year. **A**

teacher who receives a voluntary transfer will not be eligible to participate in another voluntary transfer for a period of three (3) years. However, in the event, there is a change in the school's leadership, a teacher may request a voluntary transfer as an exception to the three (3) year limitation. Such an exception must be placed in writing and submitted prior to the start of the transfer period to the Department of Human Resources. **Teachers employed on a permit will not be eligible to apply for a voluntary transfer.**

Classified Employees

Classified school-based employees who are interested in transferring to a new location or position for which they qualify may apply for vacant positions during the voluntary transfer period. The effective date of accepted transfers will be the first day of the new school year.