

March 24, 2015

To: All Instructional Personnel

From: Seymour Brown, III, Ed.D., Director, Elementary Placement
Carol Norton, Director, Secondary Placement

Re: 2015/2016 Voluntary Transfer Window

It is the shared vision of all stakeholders that Pinellas County Schools maintain a transfer process which efficiently and effectively maximizes the opportunity for teachers to transfer to the school of their choice and for school leaders to identify highly-qualified teachers for their schools.

To this end and in response to feedback from teachers as well as administrators and in collaboration with the unions, the district will have new transfer procedures allowing an opportunity for all qualified instructional staff to participate. The voluntary transfer window will take place between April 20, 2015, and July 9, 2015 (with a break for the district job fair on June 5th). Teachers are **not** required to sign up or fill out an "*intent-to-transfer*" form to participate in the voluntary transfer window. Your resumé and letter of intent, sent directly to site-based administrators will now serve as your "*intent-to-transfer*" form.

Please be advised that if the district has not approved a teacher for reappointment for the 2015/2016 school year, the teacher is **not eligible** for a transfer. Also, not eligible to participate in the voluntary transfer window will be any teacher listed as a substitute, part-time hourly, or as Out-of-Field, Non-Highly Qualified, on a DROP extension, or in a temporary placement.

Voluntary Transfer Window

April 20, 2015 – July 9, 2015

- HR will communicate the names of instructional staff members who are **not eligible** to participate. This list will be updated periodically to reflect teachers meeting compliance reflecting their eligibility to transfer.
- Beginning April 20th, all 2015/2016 vacant instructional positions will be posted on the intranet for a minimum of two (2) days.
- Teachers should follow the directions on the posting and provide their letter of intent and resumé to the hiring administrator.
- Administrators will verify applicant's eligibility to participate in the transfer process before selecting candidates for interview(s).
- Administrators will consider an applicant's seniority during the interview/selection process.
- Following the selection process, administrators will submit the transfer recommendation form to Human Resources.
- The Human Resources office will verify credentials of the recommended candidate and offer the position.

- If a site administrator does not select anyone from the pool of teachers who expressed an interest in the specific posting, he/she may be required to write a rationale explaining why each candidate was not selected. The Assistant Superintendent, Human Resources Services, must approve the rationale. If the rationale is not accepted, the principal must select one of the teachers who expressed an interest in the posting.
- Upon acceptance of the rationale by the Assistant Superintendent, Human Resources Services, the site administrator may repost the vacancy during the open-hiring window beginning May 11, 2015.
- ONCE A TEACHER ACCEPTS A TRANSFER, THIS WILL COMPLETE THE TRANSFER PROCESS AND THE TEACHER MAY NO LONGER INTERVIEW.
- Open-hiring window for all instructional positions begins May 11, 2015.

If you have any questions or concerns regarding the voluntary transfer process, feel free to contact the appropriate placement team. For elementary schools, please call 588-6292; for middle and high schools, ESE centers, and pTECs, please call 588-6274.