

February 17, 2014

To: All Instructional Personnel

From: Seymour Brown, III, Director
Elementary Placement, Substitutes, EEO Compliance

Carol Norton, Director
Secondary Placement, Credentialing, Recruitment

Re: 2014/2015 Transfers

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 the most appropriately 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 two voluntary transfer windows. The transfer process dates are from Wednesday, March 12 - Wednesday, April 9, 2014 and Monday, April 28 – Thursday, June 19, 2014. This is an opportunity for everyone who qualifies for a transfer to exercise this option. Your intent to transfer does not obligate you to transfer. It simply gives you the opportunity to participate in both voluntary transfer windows. All identified involuntary transfers must participate in this process to maximize their instructional position opportunities.

Please review this entire memo for important information regarding the process for the 2014/2015 school year. You will be asked to complete an “Intent to Transfer” form on Employee Self-Service (ESS) in order to participate in the voluntary transfer process. It will not require you to identify schools or subjects for which you are interested. All identified positions will be posted on the intranet for a minimum of two (2) days. The ESS site will be available from Monday, February 17 – Friday, February 28, 2014.

Please be advised that if the district has not approved a teacher for reappointment for the 2014/2015 school year, the teacher **is not eligible** for a transfer. This includes any teacher listed as Out-of-Field, Not Highly Qualified, on a DROP extension, on a temporary contract (i.e. job share, partial contract, remainder of the year, in place of a leave, federally-funded position), part-time hourly, or substitute teachers.

Timeline

February – June

- Teachers may begin completing an “Intent to Transfer” form on ESS upon receipt of this email.
- Promotional opportunities (promotional means higher pay and/or a longer contract) and openings at priority schools will not require a transfer form.
- The two transfer process windows are from Wednesday, March 12 - Wednesday, April 9, 2014 and Monday, April 28 – Thursday, June 19, 2014.
- Teachers who have completed an “Intent to Transfer” form and are eligible for a transfer should monitor both the **internet and intranet** for postings throughout the transfer process.

- Teachers can transfer to a priority school at any time.
- Schools must post vacancies for a minimum of two (2) days. Teachers should follow the directions on the vacancy posting for contact information and requested documents.
- **Seniority will be a consideration for voluntary and identified involuntary transfers. The most senior teacher may be selected without an interview.**
- Screening for interviews will be according to the following guidelines:
 - ❖ Three categories of status: voluntary by seniority, involuntary by seniority, and administrator discretion.
 - ❖ The number interviewed by the administrator discretion may not exceed:
 1. The number of voluntary by seniority.
 2. The number of involuntary (if there are that many who applied for the position).
- **If a principal does not select anyone from the pool of teachers who expressed an interest in the specific posting, he/she must 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 principal may repost the job and continue to interview through the end of the second transfer window.
- **The human resources office makes all transfer offers after reviewing credentials.**
- **ONCE A TEACHER ACCEPTS A TRANSFER THIS WILL COMPLETE THE TRANSFER PROCESS AND THE TEACHER MAY NO LONGER INTERVIEW.**
- Involuntary Placement Fair- Friday, April 18, 2014 (Pinellas Park High School).
- Principals may consider temporary contracts or new hires to fill vacancies beginning Monday, May 12, 2014.
- Vacancies will be posted for a minimum of two (2) days.
- Teachers should follow the directions on the posting for contact information and requested documents.

If you have any questions or concerns regarding the transfer process, feel free to contact the appropriate placement team. For elementary schools, please call 588-6285. For middle and high schools, ESE centers, and pTECs, please call 588-6289.

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(ps/elem/transfer/2014/15)

(2/5/14)