
Pinellas County Schools **MEMO**

July 10, 2013

To: All Instructional Personnel

From: Marilyn L. Lusher, Director
Secondary Placement, Credentialing, Recruitment

Seymour Brown, Director
Elementary Placement, Substitutes, EEO Compliance

Re: 2013/2014 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.

In response to feedback from teachers and administrators and in collaboration with Pinellas County Teachers Association (PCTA), the **second transfer** process dates are from Wednesday, July 10, 2013 - Wednesday, July 24, 2013. This is an opportunity for everyone who is currently employed by the District to exercise this option. Teachers who were identified as involuntary transfers and have not yet been placed are strongly encouraged to participate. Involuntary transfers who have been placed are also eligible for this transfer cycle. All identified **positions will be posted on the intranet and internet** for a minimum of two (2) days. Teachers who were involuntary transfers and have not yet been placed will be given priority consideration for interviews for positions for which they are certified and highly qualified. Interviews do not guarantee selection.

***** Federal, state requirements and related accountability will require subsequent stipulations of agreement for circumstances outside of this process.**

Timeline

- The transfer cycle dates are from Wednesday, July 10, 2013 – Wednesday, July 24, 2013.
- Teachers can transfer to a priority school at any time.
- Schools must post vacancies for a minimum of two (2) days. **Teachers must follow the directions on the posting for specific contact information and requested information.**
- **The personnel 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.**
- Vacancies will be posted for a minimum of two (2) days.

If you have any questions or concerns regarding the transfer process, please feel free to contact the appropriate placement team.

- Elementary Schools 588-6263
- Middle Schools 588-6430
- ESE Centers, High Schools, and pTECs 588-6288