

April 7, 2014

To: All Principals and Administrators

From: Seymour Brown, III, Director, Elementary Placement, Substitutes, EEO Compliance
Carol Norton, Director, Secondary Placement, Credentialing, Recruitment

Re: 2014/2015 Voluntary Transfer Windows

The first 2014/2015 Voluntary Transfer Window has been in effect from Wednesday, March 12, 2014, and will close on Wednesday, April 9, 2014. The closing date for this first Voluntary Transfer Window is fast approaching. Please make sure that you post your vacancies **prior to noon** on April 8th allowing you time to post for the minimum of two days, interview your candidates, and turn in your recommendations to Human Resources by Friday, April 11, 2014.

Please click on the following link to post your present vacancies: <http://web.pcsb.org/hr/jobpostingform.asp>

Reminder: From Thursday, April 10 through Friday, April 25 the Voluntary Transfer Window will be closed. The Involuntary Placement Fair will be held on Friday, April 18, 2014 at Pinellas Park High School. Principals with vacancies are expected to participate in this Involuntary Placement Fair.

The **second window** for Voluntary Transfers will reopen and be in effect from Monday, April 28, 2014, through Thursday, June 19, 2014. Reminder: all voluntary transfer candidates must have **submitted** their ESS - Intent to Transfer (which was due on February 28, 2014) in order to participate in this second Voluntary Transfer Window. **Teachers may transfer to a priority school at any time.**

For the second Voluntary Transfer Window:

- Schools must post their vacancies for a minimum of two (2) days.
- Teachers should follow the directions on the vacancy posting for contact information and turn in the required documentation to apply for a vacancy.
- Involuntary transfers who are placed during the involuntary placement fair may participate in the second voluntary transfer period.
- Seniority will be a consideration for voluntary and identified involuntary transfers. The most senior teacher may be selected without an interview.
- Teachers will be able to monitor vacancies via both the internet and intranet.
- Screening for interviews will be according to the following bargained guidelines:
 - Three categories of status: voluntary by seniority, involuntary by seniority, and administrator discretion.
 - The number interviewed by administrator discretion may not exceed:
 - The number of voluntary by seniority
 - The number of involuntary (if there are that many who applied for the position).
- Please remember that only the Human Resources office may make transfer offers after reviewing credentials.

**** It is critical that you maintain accurate records of your documented selection process. ****

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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 reopen the interview process through the end of the transfer process.

June 17th will be the last date to post your vacancies during the second Voluntary Transfer Window in order to post for a minimum of two (2) days, interview and turn in your recommendation(s) to Human Resources.

All recommendations for the second Voluntary Transfer Window must be received in Human Resources by Tuesday, June 24, 2014. For your convenience, our FAX numbers are 588-6328 (Elementary) and 588-5001 (Secondary and Centers).

Once a teacher accepts a transfer this will complete the transfer process and the teacher may no longer interview.

Principals may consider temporary contracts or new hires to fill vacancies **during Open Hiring** which begins on Monday, May 12, 2014.

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; middle and high schools, ESE centers, and postsecondary please call 588-6289.