

Teacher Transfer Request and Placement

Professional staff are assigned to a position within the district for which they have been recruited and hold the appropriate certification. Professional Staff are assigned a tenure area as per NYS regulation which aligns with certification. Each professional staff member completes a probationary appointment as identified at the time of employment.

Professional staff may be considered for different assignments that become available across the district **within the same tenure area**. Assignments are reviewed annually and transfer requests are included in the annual placement/assignment process.

January

1. Principals canvass staff regarding **Intent to Return** the following school year.
 - a. A form is completed by each employee identifying intentions.
 - b. A spreadsheet of staff responses is compiled by the building secretary and Pupil and Personnel Information Coordinator by **January 31st**
2. Principals disseminate **Transfer Request** forms and review procedures with staff.
 - a. Staff are notified to complete a Transfer Request form for **any** position that he/she wishes to be considered for if a vacancy occurs.
 - The teacher must have certification for the position(s) requested.
 - Transfer requests will only be considered for staff **within the same tenure area**. Positions in other tenure areas must be applied for. If offered a position in a new tenure area, through the district recruitment and interview processes, the staff member will be required to resign his/her current position to accept the new position. A new probationary appointment will begin per NYS regulation within the new tenure area.
 - Teachers will only have the opportunity once per year to express interest in a different position within the district. **Remind staff to complete the form whether or not a vacancy is known in the school(s) and/or grade(s) they desire.**
 - The form is also completed if a teacher does not desire a change in schools, but rather a change in grade within his/her present school

February

2.
 - b. **Transfer Request** forms must be submitted to the building principal by the **last Friday before February Recess**.
 - c. A copy of the **Transfer Request** form is sent to the Pupil and Personnel Information Coordinator.
 - d. The Pupil and Personnel Information Coordinator will maintain a database of requests to be processed during the recruitment interview process as vacancies are confirmed.

March - April

3. Teacher transfer requests will be reviewed for each school.

a. If a vacancy exists in a school for the upcoming year, the principal will:

- review credentials of present staff in the school and all transfer requests (within school different grade level and/ or transfer requests from another building)
- conduct interviews as deemed appropriate
- make tentative assignments

b. If fewer teachers are needed for the upcoming year, the principal will:

- review credentials of present staff in the school
- give consideration to each staff member's prior (5-year) history of involuntary transfer, when making decisions on placement
- conduct in house interviews(meetings)as deemed appropriate
- consider all present staff in school who have expressed interest in a change of assignment
- Review transfer steps with administrative team, confirm assignments across the district
- make tentative assignments and notify all present staff of anticipated assignment for the following year.

4. The Personnel Coordinator will post and advertise remaining vacancies.

April – August

*Transfer Requests will be reviewed and considered continuously through August as new vacancies occur.