

## Transfers, Vacancies and Contract Status: What You Need to Know!

### Transfers and Vacancies Article XXX111 – Page 97 of SEA Contract

#### Voluntary Transfers

Teachers may initiate a request in writing for transfer to any vacancy in the school district (this is done on a transfer form). Transfer forms are available at all schools, SEA Office and the Office of Human Resources. The transfer request form shall include a description of prior experience and areas of certification.

At least five (5) teachers or 10% of the total applicants, which ever is more, meeting the qualifications who wish to transfer (with no “unsatisfactory” on their most recent evaluation and who have been recommended for reappointment for the subsequent year) will be granted an interview.

The following will be considered by the administrator when interviewing:

1. Program needs
2. Teacher qualification
3. Teacher certification
4. Length of uninterrupted service in the district
5. Place of residence of teacher when request is based on energy conservation.

After July 25<sup>th</sup> and during the school year, the teacher must obtain the signature of their principal on the transfer form which indicates approval to leave current school.

#### Involuntary Transfers

When it becomes necessary to transfer a teacher or teachers, a written notice of transfer will be given to the teacher(s) being transferred as soon as practicable.

When a transfer of teachers is necessary all teachers at the work site will be given the opportunity to volunteer.

A list of vacant positions in other work centers in the District will be made available to all teachers being transferred (job hot line).

The selection of teachers to fill vacancies will be based on, but not limited to, the following criteria:

1. Program needs
2. Teacher qualification
3. Teacher certification
4. Length of uninterrupted service in the district
5. Place of residence of teacher when request is based on energy conservation.

#### Other Contractual Considerations Regarding Transfers

If extremely unusual circumstances arise which may adversely affect the welfare of the teacher or the school, the Superintendent may involuntarily transfer a teacher even though a volunteer may be available.

In the event that an entire instructional program which receives special funding is moved from one school site to another, the teachers in said program may be involuntarily moved with the program.

## **Administrative Transfers**

When the principal and a teacher agree that it is in the best interest of the teacher, students, and/or school climate for the teacher to be transferred to another worksite, the principal and/or the teacher shall be allowed to request such a transfer. The Association and the Office of Human Resources is involved in any such transfers.

## **Vacancies**

For the 2009-10 School Year, the “global” posting date has not been determined yet; however, once determined, it will be very limited. SEA will send out an all member communication once the date has been finalized.

All vacancies are posted for five (5) working days until July 25<sup>th</sup>. Beginning July 25<sup>th</sup>, vacancies will be posted for a minimum of three (3) day.

## **Contract Status Article VIII – Page 24 of SEA Contract**

### **Annual Contract Teachers**

The Office of Human Resources shall compile a list of all annual contract teachers who receive no less than a satisfactory annual assessment for the current school year and were not recommended for renewal by their respective principals.

Said list shall be compiled by area of certification and listed in chronological order based upon continuous employment (district seniority).

Every reasonable attempt to hire or place these teachers will be made.

Such placement will be based on in-field certification.

Administration may still recruit and employ critical area positions and members of an under-represented class.

This method of filling vacancies as described above shall be implemented through the last day of the pre-school. Anyone hired in this manner through this date shall not be considered to have a break in service.

A non-renewed annual contract teacher who refuses a position offered through the placement procedure above shall forfeit further consideration for being hired.

**SEA has been put on notice that no annual contract teacher will go into the hiring pool (pond) for the 2009-2010 school year.**

### **Professional Service and Continuing Contract Teachers**

PSC and CC teachers who are involuntarily transferred are placed in a district hiring pool and are guaranteed a job for which they are qualified. If they do not secure a position they are placed prior to the first day of pre-plan.

AC teachers in critical need areas may also be placed in the district hiring pool.