

TEACHER TRANSFER PROCESS SPRING 2019
(STAFFING 2019-2020 SCHOOL YEAR)

INTERESTS

- Allow transfer opportunities first to all Permanent and Probationary status teachers and retain high quality Temporary contracted teachers;
- Ensure PUSD fills vacancies with high quality teachers.

PROCESS

Level I Hiring

- Known vacant positions will be posted for 5 work days.
- Permanent and Probationary employees that volunteer or are identified as a result of a school being “overstaffed” will receive “first consideration,” which means priority placement for all positions in the District.
- Permanent, Probationary, Temporary and Intern contracted employees are eligible to participate in the transfer process.
 - Temporary and Intern contracted employees can submit a transfer request for their current position only.
 - After interview and selection, a District employment contract will be issued to the selected Temporary or Intern contracted teacher. Intern contracted employees will need to provide evidence of successful completion of her/his credential program no later than June 2019.
- Any teacher requesting a transfer to a posted opening will be given the opportunity to interview for that opening and will be contacted by email or phone.
- Site administrator will conduct interviews in accordance with their practice
 - Results of the interviews will be reported to PSS.

Level II Hiring

- Outside applicants will be selected for positions only after all District employees requesting transfers have had an opportunity to interview for the position.
 - If no candidate is selected from the transfer list, PSS will provide the names of recommended current Temporary contracted teachers to administrators along with access to the outside candidate pool (EdJoin.org).
 - PSS to monitor the selection of current Temporary contracted teachers that are offered contracts for the 2019-2020 school year and will provide an update to PFT.