

Transfer

When a teaching position becomes available within the District, any teacher within the District qualified to fill that position will be given serious consideration.

To effect this, administrators, as well as interested teachers, must follow the procedures as listed. Until these procedures are followed, a teacher will not be recommended for transfer appointment.

Further, we recognize the reality of informal communication between administration and potential applicants, at any time, in a sincere effort to secure the most highly qualified staff possible. This should not, however, interfere with consideration of all in-District transfer requests and assignments as they relate to the transfer procedures as recommended.

A time-element problem exists for those teachers wishing to transfer from a year-round school to those schools operating on a traditional calendar. In order for those teachers to be given an equal opportunity for transfer, expeditious consideration in honoring these transfer requests should be effected.

Transfer Procedures

The following are transfer procedures for assuring consideration of in-District teachers in filling vacant positions through in-District transfer:

Step 1: The Office of Human Resources will post vacancies on a daily basis within six (6) calendar days of receipt of the Personnel Requisition.

The vacancy announcement will be posted on the District's web site for a period of eight (8) calendar days. The days included in the fall, winter and spring break, will not count in the eight-calendar day posting.

- a. On the same day a job vacancy is posted/reposted, the District will provide the President of the Cherry Creek Education Association, by email, a copy of that job vacancy(ies) posted on the District's web site.

Step 2: Those interested in specific transfer opportunities must submit an on-line transfer request form to the Office of Human Resources no later than 4:00 P.M. on the closing date of the vacancy.

- a. On-line transfer forms are available only on the District website.
- b. Teachers are encouraged to electronically or in person submit their resume and other materials directly to the site.
- c. Kiosks with computers are available in the Office of Human Resources for District employees to submit an on-line transfer request form.

The Office of Human Resources will electronically, or in writing, acknowledge receipt of the on-line Transfer Request form.

Step 3: Following the closing date, a list of all transfer applicants, and all Transfer Request forms will be available on-line to the appropriate building administrator, or designee, for review. The Office of Human Resources will retain a copy of each list.

Step 4: The building administrator, or designee, with input from at least two teachers employed at the school and chosen by the faculty of teachers at the school to represent them in the hiring process will consider all applicants for a vacancy and select all qualified transfer applicants for interviews. In cases when the faculty representatives cannot be present, (for example, during summer or other breaks when they have indicated an inability to participate in the process) the process may proceed without such input. The criteria to be used can include, but will not be limited to, the following:

a. Personnel folder of the applicant:

1. Previous experience in grade level
2. Previous experience in subject area
3. College-level training
4. Team experience vs. self-contained
5. Evaluations
6. Licensure
7. Other

b. Communication with present and/or past supervisor.

c. Communication with present and/or past teaching peers.

d. Strength and/or weakness in specific position qualification.

Step 5: If a transfer applicant is not granted an interview, the building administrator, or designee, will electronically or, in writing, communicate to each transfer applicant, upon his/her request, the following:

a. Information screened for consideration; and

b. information screened where applicant did not qualify; and/ or

c. other reasons for the decision not to interview.

Step 6: The building administrator, or designee, will conduct interviews, and a decision (see Step 8) must be made within thirty (30) calendar days after a posting's closing.

TEACHING PERSONNEL

Administrative Procedure: 4115.1

Step 7: The building administrator, or designee, must make a decision to:

- a. Recommend the hire of an outside candidate or accept a transfer candidate to fill the vacancy or position; or
- b. cancel the vacancy or position;
- c. request the Office of Human Resources to repost the vacancy or position.
 - 1) If the vacancy or position is reposted, any interested transfer applicant may apply/re-apply and begin Step 1 of these procedures.

Step 8: Within five (5) work days after an applicant has filled the vacancy or the vacancy was reposted, the building administrator or designee will notify all those interviewed of the disposition (per Step 7 above) of the vacancy.

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