Independent School District 625 ***Human Resource Department***
360 Colborne Street
Saint Paul, MN 55102-3299
Telephone (651) 767-8200
Fax: (651) 665-0269

IMPORTANT INFORMATION FOR TEACHERS

This information describes the steps needed to transfer to another site for the 2012-2013 school year. The Interview and Selection Process (formerly known as Voluntary Transfer) and the Placement Process (formerly known as Involuntary Transfer) the two processes which exist to facilitate the teacher transfer process.

Interview and Selection Process (formerly voluntary transfer)

Eligible teachers are able to apply for posted vacancies for which they are qualified and interested. Principals and their site selection team will determine which teachers to interview and make the final selection. As in prior years, teachers are not guaranteed an interview or transfer.

Once schools know of actual vacancies for the 2012-13 school year, each open position is posted on the SPPS Human Resources website at: http://hr.spps.org/Applicants.html. Positions will be posted for 7 calendar days.

Eligibility for the Interview and Selection Process

Teachers, including counselors, social workers and school nurses are eligible to request a transfer by meeting one of the following criteria:

- Currently tenured teachers or teachers who are currently in their 3rd year of employment with SPPS
- Returning from a leave of absence
- Position eliminated due to known enrollment decline or program changes
- Are in a split teaching assignment, with multiple building locations
- Wish to move from part-time to full-time, or full-time to part-time status

Teachers who are on an improvement plan or who have documented performance problems or issues of misconduct **are not** eligible for the interview and selection process. Teachers who have been realigned due to stranding are not eligible for the interview and selection process.

Special Education and English Language Learner (ELL) teachers may only transfer to other Special Education or ELL assignments.

Application Process for Interview and Selection

The application process is done through the District's online application. As schools and programs become aware of vacancies for the 2012-13 school year, Human Resources posts the vacancies on the SPPS Careers web page at http://hr.spps.org/Applicants.html. Teachers should check this site regularly for newly posted positions or sign up to be automatically notified of new teacher postings via email.

Teachers may apply for positions for which they are qualified. This requires the teacher to complete an online application and attach a cover letter and updated resume for each position for which they wish to apply.

Timeline

The interview and selection process ends on **Friday, June 15, 2012**. Once a teacher accepts a transfer position, the transfer is considered final, and the teacher will not be eligible for another transfer for the same school year.

Placement Process (formerly involuntary transfer)

Teachers are automatically placed on the placement list or can request placement on the list. Teachers eligible for the placement process are strongly encouraged to also apply for positions through the interview and selection process. This provides teachers the best opportunity of securing the placement they most desire. Teachers who remain unassigned by the end of the interview and selection process are placed in unfilled positions.

Eligibility for the Placement Processes
Teachers in certain situations will be automatically placed on the placement list (e.g., teachers returning from a leave of absence or teachers whose positions are eliminated).

Timeline
By the end of June 2012, individuals who are eligible for the placement process will be mailed a list of vacancies and asked to designate their assignment preferences.

Teacher reassignments will be based on a combination of the teacher's expressed preferences, seniority and licensure and special requirements that may exist for a position. The Assistant Superintendents in consultation with the Human Resource Department will make placement decisions.

Questions regarding the Interview and Selection Process or the Placement Process can be directed to:
Julie Coffey
Assistant Director, Human Resources
julie.coffey@spps.org

Changes to the Online Application System

Effective March 26, 2012, the Human Resource Department will be upgrading its online application. Enhancements of the system include:

- A home page which includes a summary of applicant's profile, activity/notifications and job searches all in one view.
- The ability to save your application without submitting, allowing candidates to finish the application at a later time.
- You will not have to redo your application after the upgrade. Current applications on file will be maintained through the upgrade and kept in the system.
- You will continue to have the same user ID and password to log in.