

Open Transfer Period

For 2024-2025 School Year

Open Transfer Period begins Tuesday, April 1, 2024 and ends Friday, April 12, 2024

Eligibility for Voluntary Transfer:

1. Currently possess a valid certificate for the requested grade level/subject area.
2. Performance at a level that “meets expectations” in the current assignment as evidenced by the most recent teacher appraisal. (You must be rated “Progressing” or “Proficient” or better in all Domains of your most recent T-TESS Observation or Summative appraisal).

From Board Policy DK (Regulation):

1. Teachers and educational aides who desire to be considered for transfer shall apply online in the applicant tracking system for a position no later than April 12, 2024.
2. The filing of a request for transfer shall be without prejudice to the employee and shall not jeopardize the employee’s current assignment.
3. Principals may contact teachers from the job posting for an interview any time after April 12.
4. Principals who select an employee must submit a written request to HR by April 19.
5. Transfer requests shall be completed by April 19.

Reassignments/Transfers

1. *Currently possess a valid teacher certificate for the vacant grade level/subject area*
2. *Currently teaching in the grade level/subject area*
3. *Performance*
4. *Professional Background*
5. *Seniority*
6. *Program Funding*

Teacher:

1. *Voluntarily Opt In*
2. *Please visit the Employment page on the WISD website to view 2024-2025 vacancies.*
3. *If interested in a specific position, ensure that you meet the following criteria:*
 - *Hold a valid teacher certificate in the requested subject area vacancy*
 - *Must not be recommended for a non-renewal of contract or entering into a 4th year probationary status*
 - *Must not be on a Prescriptive Plan for Assistance (PPA) or Support Plan*
 - *Must demonstrate a level of effective performance*
4. *To apply for the position,*
 - *Complete the internal “2024-2025 Open Transfer” Frontline application*
 - *Attach a resume or include a summary of your experience*

Receiving Principal:**Before Making an Offer:**

1. *Ensure that you have a confirmed open vacancy to support an open transfer for the 2024-2025 year.*
2. *Review available teacher professional data and verify that the employee is not on a Prescriptive Plan for Assistance (PPA) or Support Plan by contacting their current principal.*

After Making an Offer:

1. *Complete a “New Hire Offer Letter” form in Frontline to initiate the transfer with HR.*

NOTIFICATIONS:

Human Resources will send email notifications of approval/denial throughout the open transfer period to the impacted employee, current, and receiving principals. Transfers are not final until an approval email notification has been sent from Human Resources. All notifications will be complete by April 15, 2024.