

Certified Voluntary Transfer Process Is Now Open

Kyrene School District is pleased to announce the continuation of the Certified Voluntary Transfer Process.

The certified transfer process is implemented as identified in Governing Board Policy ([4-102](#) Staff Assignments and [4-102.A](#) Employment Protocols - Transfers), which is available on the Talent Management website. (Employees- > Employee Forms -> Voluntary Transfer Process) and by clicking on the links above.

Please read this policy carefully to be sure you understand eligibility and timeline requirements of this process. **Please note, the transfer window closes 30 business days after the date contracts are issued, but not later than June 1, whichever comes first.**

Certified staff should read the following information and directions carefully to ensure accurate understanding of the established transfer process.

Participation in the Voluntary Transfer process will be completed entirely through the Kyrene online application system, Recruiting and Hiring. To be considered for an open position, teachers will follow these guidelines:

- Interested teachers will select [Careers](#) from either the District or Talent Management webpage and then select *Apply Now*.
- On this page, under internal Applicants, select **Submit an internal application/transfer form**.
- If you have recently applied for positions in the district, you may log in to your account and process with submitting your requests.
- If you have not recently applied for positions in the district, you will need to create an account in order to complete the transfer form.
- All applicants are required to upload a brief resume, and update all pertinent information, including your email address, which needs to be your Kyrene email address in order to access the internal application/transfer form.

You will then peruse the specific 2026-27 open/posted vacancies for which you wish to be considered.

- **IMPORTANT:** In order to be considered for a position, you must express interest in the specific posting for that position.
- Please check back regularly, as new vacancies become available throughout the hiring season. **Transfer requests will only be considered if a teacher has completed the Recruiting and Hiring transfer form and selected interest in the specific posting.**
- Sometimes “generic” (i.e. Teacher-K-2) postings are placed on the job board. These positions are *not* transfer eligible. Postings labeled as “*Anticipated*” and site-specific *are* transfer eligible.
- Non-classroom certified positions (i.e. Certified Coordinators) are *not* transfer eligible and require interested teachers to submit a complete application for the specific opening.
- If, after reading [Policy 4-102](#), and completing a transfer request in Recruiting and Hiring you have an unanswered question, please contact the Talent Management Team at [TM Employment Specialists <TMEmploymentSpecialists@kyrene.org](mailto:TMEmploymentSpecialists@kyrene.org)