

Posting and Transfer Process – Frequently Asked Questions

1. When do postings occur? ***An opening is the result of a resignation, leave of absence, retirement, excessing, or transfer. No employee will be displaced, that would not otherwise have been displaced to create an opening for another employee. Jobs changing .2 or greater need to be posted unless there is no one else in the District able to teach in that position. According to our contract, postings may begin as early as April 20th for professional staff and as early as May 15th for school related professionals. Postings close by August 15th.***
2. May I move within my own building? ***Principals invite teachers, educational assistants and CSE paraprofessionals to make voluntary changes in positions if openings exist prior to postings starting. Once postings have begun, voluntary moves cease. If a reduction is going to take place in a building, a displaced teacher or paraprofessional could be appointed to an opening, if one exists, with principal approval.***
3. What happens if I am displaced? For teachers: ***If a teacher is displaced and posts to another job in a different building and her original position opens up before the start of the school year, the practice is to ask the teacher if she would like to return to the original position. The employee who is displaced from an assignment will be the least senior in the absence of more senior volunteers for transfer.*** For SRPs: ***You must post for open positions when they become available. Failure to post for an open position can result in an assignment being made for you or if there are not enough positions, loss of your position, if you do not respond to the postings.***
4. Is there such a thing as building seniority for either teachers or SRPs? ***No, there is no such thing as building seniority. District seniority is all that is recognized when posting for positions. All other qualifications being equal, the staff member with the greatest District seniority shall be transferred.***



5. How does the posting process work? What do I have to do to post for a position? ***Whether you are a teacher or SRP the process is the same. Write a letter stating which position(s) you desire. Sign and date the letter and send it to the Human Resources Office by the posting deadline. You may post for multiple jobs you are interested in by numbering your top choices by preference. Members may make a second and third choice. You may continue to post for jobs until you are content with a position. Employees requesting and granted a transfer, will be considered to be voluntarily transferred. Any part-time employee looking to move to full-time employment may write a "letter of interest". While you cannot post for any open full-time positions, you can indicate your interest in case a position becomes available through the interview process.***

6. What happens once a job has been posted and no one responded to the opening? ***Part-time .5 teachers or more who have applied for open positions receive an interview for full-time positions first over outside candidates including regular substitute teachers. A determination regarding the part-time teacher's qualifications must be made before the appointment of a regular substitute teacher or opening the interview process to outside candidates.***

If postings are completed and no one internally posts for a position or a part-time person is hired based on an interview, as stated above, a regular substitute teacher may be appointed into that position by the District. = For elementary and SPED teachers, regular substitutes must be off of the "to be hired" list.

For the secondary, the regular substitute teacher must only be qualified for the position.

SRPs do not have regular substitutes.

7. What does it mean when a posting states to "contact an administrator" or that "the position requires specific skills and specialized training"? ***It means BEFORE posting for the position, you should reach out to the building administrator to be sure this particular job is right for you and is a good match.***



8. Are transfers granted during the school year for teachers or SRPs? For teachers: ***Transfers are not granted during the school year. A long-term or regular substitute, depending on the length of the assignment, will be hired, or a part-time employee may be granted an up/down interview to fill an open position during the school year. However, that position will be posted in the spring and full-time employees may post according to seniority for that open position.*** For SRPs: ***Transfers are not granted during the school year. Another SRP will be hired, or a part-time employee may be granted an up/down interview to fill an open position during the school year. However, that position will be posted in the spring and full-time employees may post according to seniority for that open position.***

9. Does seniority play a role in placing SRPs within a building? ***Principals may place SRPs in positions within their building. Seniority does not play a role in placement within the building. This may mean that an SRP may not remain in the same building from year to year particularly if she is a CSE assigned paraprofessional as CSE assigned paraprofessionals are assigned to students each year and not buildings.***

10. What if an SRP wants to change seniority groups? For example, from an educational assistant to a CSE assigned paraprofessional. ***If a paraprofessional leaves his/her seniority group voluntarily by applying for a position in another paraprofessional group and gets that position, his/her seniority is frozen in the original seniority group and he or she starts from zero accruing seniority in the new group. The original seniority and that in the new group are combined for the purposes of longevity awards, career awards and retirement. A paraprofessional leaving one group for another cannot post into those jobs, he or she can only complete a "letter of interest". See item number 5 on the previous page.***

11. Is the process the same for all paraprofessional positions, like library and math paraprofessionals? ***No, when voluntarily transferring to library, math and community service paraprofessional positions, the most senior candidate is interviewed first and IF it is determined that the person does not have the necessary computer skills, etc. the principal can make the decision that the paraprofessional is not qualified. Interviews are not conducted as a group. It is a seniority based list and one person at a time is interviewed. Should the principal feel the most senior paraprofessional is not qualified he or she has to support that decision with details.***



12. How do openings within the CSE group differ? ***Paraprofessionals who respond to the postings will be placed in a building opening according to seniority. However, the Building Principal has sole discretion as to the placement in a specific position within the building. In addition, if, in the principal's judgment the placement of a paraprofessional in a particular assignment is not appropriate, the paraprofessional must make another building choice.***
13. What happens if a position within the SRP category becomes open after August 15th? ***If a position becomes available after the August 15th date, a substitute is hired and the position will be posted in the spring to allow for internal candidates to post. Paraprofessionals who desire a change in assignment following August 15 shall notify the Human Resources Office in writing prior to August 15. Transfer requests after August 15 shall be honored when it is judged by the Superintendent or his/her designee to be in the best interest of the District to do so.***