



## Teacher Transfer Eligibility and Procedures

A voluntary teacher transfer is defined as a teacher moving from one school to another to fill a position in alignment with his or her current teaching endorsement(s).

Reassignments **within a school** are authorized by the principal and do not require the implementation of the transfer procedures.

Principals/Supervisors: Changes in teacher assignments within a building or department must be reported, through employment action request, to the Human Resources Department to ensure accurate position control assignments.

### Eligibility:

1. The term “teacher” refers to any employee who holds a valid Virginia teaching certificate and is paid on the teachers’ salary scale.
2. Voluntary teacher transfers are only available to teachers who have received a satisfactory evaluation during their past evaluation period and currently hold a “continuing contract” employment status.
3. Eligible teachers requesting a transfer may be granted an interview with the principal(s) of the school(s) where they have requested a transfer if they are highly qualified and if there is a known vacancy in that school. It is the responsibility of the teacher to contact the principal of the school with a vacancy and to notify their current principal.
4. Teachers working under annual contracts may request a transfer if pre-approved by their building principal and the Assistant Superintendent. Teachers working under annual contracts will not normally be granted a transfer unless it is in keeping with the operational needs of the division or there are extenuating circumstances which lead to the approval of the transfer request.
5. All transfer requests are submitted and considered on an annual basis.
6. Instructional supervisors/coordinators or other appropriate personnel will be involved in the interview and decision process concerning teachers requesting transfer into their assigned areas of supervision.

7. When a vacancy occurs, the transfer request will be granted or denied based on the results of an interview as well as other factors such as professional training, experience, length of WPS service, certification, administrative and operational needs, recommendations, and/or other extenuating or unusual circumstances.
8. A teacher approved for a voluntary transfer will remain in that new assignment for at least two years unless an earlier reassignment is directed by the Administration.

Procedures:

There are three teacher transfer windows. Only internal teachers eligible for transfer who have expressed a specific interest in a vacancy (by school, grade, and/or subject) will be interviewed by the principal of the school with the vacancy. If no teachers have requested a transfer for a particular vacancy, the principal may interview and hire from the external applicant pool. Principals are not mandated to hire internal applicants.

1. Initial Internal Transfers: February – March 15 (by school, grade, and/or subject)
  - a. February – Human Resources forwards a Voluntary Transfer Notice to the licensed staff throughout Winchester Public Schools
  - b. March 15 – Completed Transfer Request forms must be received by the Human Resources Department. The form is available on the Human Resources website but must be printed and a paper copy must be received by the Human Resources Department.
  - c. March - Human Resources will inform principals of requested transfers to their school and notify teachers of their responsibility to contact principals to schedule an interview
  - d. March - April - All interviews for known vacancies will be conducted and principals will notify Human Resources of their recommendations. Vacancies for the academic year will be posted on the WPS online job application system as the position openings are revised. Vacant positions must be reported and approved by the School Board before they are available for posting.
  - e. April – Recommendations for transfer requests should be forwarded to the CAO for final approval. Teachers recommended and approved for transfer will be notified by the Human Resources Department.
  - f. May - After the “initial internal” period of interviews, teachers who were denied a transfer will receive written notification from the Human Resources Department.
2. Internal Transfers and External Applicants: (May through June 15)

Internal teacher transfer requests will continue to be honored. Teachers will be granted an interview with a principal at a school that has a vacancy where the teacher had

previously requested a transfer into that school. Concurrently external applicants may be interviewed and hired for vacancies. Principals may accept the transfer of any internal teacher or hire an external applicant during this time period.

### 3. External Applicants (After June 15)

Interviews are limited to external applicants. Exceptions to this guideline may be considered for late in the summer transfer requests if they occur prior to the last workday in July and the losing and gaining school principals agree to the transfer. These requests are teacher initiated and are expected to be the result of unanticipated circumstances.

Please note: The description of Winchester Public Schools' Teacher Transfer Eligibility and Procedures is intended to provide clarity in the application of School Board Policy GCI Professional Staff Assignments and Transfers.