*IMPORTANT INFORMATION FROM THE DISTRICT REGARDING TRANSFERS:
*OEA is posting this information strictly as an informational item for interested members. Our posting does not indicate any approval or involvement in the process.

*If you are interested in applying for a possible teacher transfer to another building for the 17-18 school year, please see the attached document.*

**KEY POINTS:**

1. **ALL teachers regardless of tenure status are eligible to apply for a transfer (exceptions listed in the guidelines)**
2. **The posting (application) for teachers interested in a transfer for next year will open December 19th and will close January 16th.**
3. **To be considered for a transfer you must complete a current transfer application**

The details and guidelines for the transfer process are in the attached document. Please be sure to read the attached document carefully.

For questions, please contact Human Resources.

**TEACHER TRANSFER APPLICATION GUIDELINES 2017**
**(for teaching assignments for the 17-18 year)**

Please read the following information carefully concerning the Teacher Transfer Process. There are two pages to this document. Please note that timelines have shifted significantly from years past in order to fill vacancies in a timely manner with both internal and external candidates. Please keep in mind that staffing is a fluid and ongoing process. Staffing may also be affected by changes in enrollment, building needs, staffing levels, budget, and program changes.

**WHAT IS A TRANSFER:**

- A voluntary teaching transfer is defined as a teacher accepting an offer to transfer from one school location to another school location. Teachers shall hold the appropriate endorsements for positions to which they desire to transfer.
- The term “teacher” refers to any employee who holds a valid NE teaching certificate and is placed on the teacher salary scale. This includes support staff such as nurses and SLPs.
- The Teacher Transfer Process will be utilized for lateral position moves per the contract (i.e. teacher to teacher, teacher to library media, counselor to counselor).

**WHAT IS NOT A TRANSFER:**

- Any position move that involves a change in compensation will be handled through the application process and posting for the new position (i.e. a current teacher must apply to the School Counselor posting to be considered as a counselor)
- Staffing/position changes within an individual building that do not impact compensation are the responsibility of the principal and are not affected by the voluntary teacher transfer process. A principal may change teaching/ grade level assignments as needed.
• In respect to non-classroom positions that do not receive additional compensation over the regular teacher salary scale such as Instructional Facilitators, a principal should notify staff of the vacancy and hold internal building interviews should more than one current teacher be interested in the position. In the event there are no current teachers interested or the principal wants to widen the search, such positions may be posted in collaboration with HR.

ELIGIBILITY:

ALL CURRENT TEACHERS REGARDLESS OF TENURE STATUS in the Omaha Public Schools are eligible to request a transfer with the following two exceptions:

1-Teachers currently on an HR approved plan of assistance, informal or formal, are not eligible to transfer. This applies at the time of application AND should a teacher be placed on a plan at any time during the transfer window before accepting an offer to another school.

2-Teachers who accepted a voluntary transfer within the last two years are not eligible to transfer.

☐ The exception to this would be teachers who accepted a voluntary transfer from an elementary school to a middle school during the displaced teacher transfer process during the 15-16 year and wish to return to the elementary level. A teacher in this situation would not be eligible to transfer to a different middle school.

TEACHER TRANSFER TIMELINE:

☐ December 19th 2016: A+ Teacher Transfer Request Posting opens on Careers page of OPS website (TalentEd)

☐ January 16th 11:59pm: A+ Teacher Transfer Request Posting closes

☐ January 17th - April 28th: Transfer Window is Open: Principals may review resumes and request interviews through HR. Transfer offers made through HR during this window.

☐ After April 28th: Email notification will be sent to all transfer applicants who were not selected for transfers notifying them that the process has closed.

TEACHER TRANSFER PROCESS:

APPLICATION:
Teachers desiring a transfer need to apply online through Careers on the OPS website. Once on the Careers page select current employee, then apply using the “A+ Teacher Transfer Request 2017” posting. You may also use the link below to get to the Job Postings page. (Please note you will need to create a profile if you do not already have one) https://omaha.tedk12.com/hire/internallogin.aspx
• The A+ Teacher Transfer Request application will be open from **December 19th, 2016** through January 16th, 2017

• All teacher transfer request applications must be SUBMITTED by the **January 16th deadline at 11:59pm**. Resumes are required. Your endorsed areas and objectives should be clearly indicated on your resume.

• Transfer Applications can be completed, saved, and edited while the posting is open, but may only be SUBMITTED once. After your application is SUBMITTED you will no longer be able to edit it. You will receive an email from TalentEd/OPS upon successful submission of your application. **You cannot be considered for a transfer without a SUBMITTED Teacher Transfer Request application.** Paper applications are not accepted.

• Not all vacancies will be known at the beginning of the transfer window. If you desire a transfer to a specific school, you should indicate that school(s) on your application regardless of whether or not a vacancy currently exists at that building.

• Resumes will only be viewable online by the principals at an applicant’s requested schools. If you do not have a preference for a specific school, choose one of the “ALL SCHOOLS” options. **Your resume will not be seen by ALL principals unless you choose one of the “ALL SCHOOLS” options.**

• No voluntary transfers will be made after April 28th regardless of when the vacancy became available except as acted upon by the superintendent or his designee.

• An application to transfer does not guarantee an interview or transfer. In the event a teacher is not requested for an interview, there will not be communication from HR prior to the close of the transfer window.

**PRINCIPAL REVIEW:**
• Transfer applicant resumes will be uploaded into school folders on OneDrive and viewable by principals based off of applicants’ selected preferences
• Principals will review resumes and communicate with HR requesting applicants they would like to interview

**INTERVIEW PROCESS:**
Applicants whom principals request to interview will be notified by HR via OPS email asking them to set up an interview time with the principal. The principal who requested the interview will be copied on this email. (**It is recommended as Professional courtesy to inform your current principal if you are selected for an interview**)

**INTERVIEW RESULT/OFFER:**
Following the interview and receipt of candidate and principal’s written feedback, the transfer candidate will be notified by Human Resources with an offer to transfer or a message that they were not selected.

- **An official transfer offer can only come from HR**

  - If a transfer offer is made, candidates will typically be asked to accept or decline the offer in writing *(email is appropriate)* within one business day.
  
  - Although timely communication is the goal, please keep in mind that multiple candidates will be interviewing for vacancies and an immediate response may not be available until interviews are completed and the building is ready to move forward with filling the position. It is possible that an applicant/candidate may not receive communication from HR until the end of the transfer window depending on when a final recommendation is made by the principal. Additionally, staffing considerations may delay a response from HR

For Questions Please contact Human Resources 531-299-0240