

**NEW Teacher Transfer Procedure Form:**

The **NEW** Transfer Request Form is found online in Employee Access.

A teacher must complete a transfer form in order to apply for a transfer. After completing the form, the principal will be automatically notified via an email. The following steps outline the process for an employee to complete the application for transfer:

- ***Login to SKYWARD- EMPLOYEE ACCESS***
- ***Click on "Task Manager"***
- ***Click on "Teacher Transfer Request"***
- ***Follow the instructions as listed***

**Advertisements:**

**Jordan School District Web Site**

Advertisements of school openings for the next school year are posted on the Jordan School District Web site <http://hr.jordandistrict.org/>, and will be held open for five working days beginning April 1 and continuing through June 1. Transfer requests will be accepted until ten working days prior to New Teacher Induction.

**Procedure:**

Jordan School District teachers applying for **advertised** positions should complete a Teacher Transfer Request form. The form must be submitted no later than 4:00 p.m. on the day the position closes. More than one school can be listed on the request form. As more positions become available it is necessary to repeat the same process. Teachers selected for an interview will be contacted by the principal. NOTE: It is recommended that you take a resume to the principal when you interview.

**Transfer Fair**

Jordan School District will host a Teacher Transfer Fair. Current JSD teachers may attend the Fair to meet and interview with schools with potential openings. No pre-registration is required. A teacher must complete the transfer form prior to transferring.

**Summer Openings**

Positions that become available during the summer are filled as quickly as possible. If you are interested in a summer transfer, contact the Department of Human Resources as soon as positions are posted.

**Notification**

A master list of teachers who have applied for transfer is sent to the school. The school will arrange for interviews of transfer and new candidates. After receiving authorization from the Department of Human Resources, the principal may extend a verbal offer to the selected candidate. Principals will notify those who have interviewed, but were not selected, in a timely fashion.

Teachers transferring from a traditional school to a year-round school will receive a double paycheck in August.

Teachers transferring from a year-round school to a traditional school will NOT receive a paycheck in August.

## **Why does a transfer request require the principal notification via email?**

An automatic email is sent to the current principal when a transfer form is completed. The principal needs this information for future staffing plans. It is also a common courtesy. Professionalism is an important part of the teaching profession.

## **When I submit a transfer request, do I lose the teaching position at my school?**

Your teaching position is not declared vacant until you accept a transfer.

## **How do I know if the principal received my transfer request?**

A master is sent to the requested principal regularly. Please keep in mind that an interview is not guaranteed. By policy, the principal is required to interview two qualified transfer candidates if they are available.

## **I want to transfer, but I'm afraid my principal will be angry.**

A principal doesn't expect you to stay at the same school forever. Be honest with your principal and let him/her know that you'd like a change. It may be good to make changes periodically.

## **Do I submit a new request each time an opening for which I would like to be considered is advertised on the Jordan School District Web site?**

You may list several schools when you apply for transfer. Once your request has been submitted, you will need to submit a new request in Task Manager each time you want to add new school(s) to your list. You must send your request before the deadline.

## **What should I do if I have been interviewed for a position and have not been notified if I have been selected? Should I continue to apply for other advertised positions?**

After a principal has reached a decision and the teacher who was selected has accepted the position, other interviewees will be notified by the principal. At that time you will be able to apply for other positions. As positions are closed they will be deleted from the Web site.