

JCPS Transfer Process Frequently Asked Questions

<p>How is the JCPS Transfer Window decided each year?</p>	<p>The transfer window is contractual. It will always be Feb 22 – March 22 unless renegotiated.</p>
<p>Can I submit a transfer request outside of the February 22- March 22 window?</p>	<p>No. All requests must be made during that window.</p>
<p>What if I don't get a transfer? Will I still be able to get into another school?</p>	<p>Possibly. If a school on your transfer request list has a mid-year opening, they will interview from the transfer list in February (teacher filling that role would reinterview).</p>
<p>Should I put an Enhanced Support School (ESS) on my list?</p>	<p>There are both benefits and negatives to putting an ESS on your transfer list. The most important thing to remember is that ESS locations are permitted to hire before anyone else. If you have any ESS locations on your list, it is possible to be hired there before other schools even get a chance to see your application.</p>
<p>How does the district determine who interviews at a school?</p>	<p>Schools interview based on seniority, so the top eight most senior candidates will be interviewed in order of seniority.</p>
<p>I really want to go to my dream school, but I lack seniority. Should I put them on my list anyway or am I wasting a spot?</p>	<p>If you don't put that school on your list, you cannot end up there. Others may be avoiding putting their name on the list for that school for the same reason. However, filling your list with nothing but "dream schools" usually results in staying exactly where you are. Be realistic when making your list and place some "safe choices" on there unless you want to stay at the school you are currently assigned.</p>
<p>If I do not include an ESS location on my transfer list, can I be interviewed there?</p>	<p>ESS locations can choose to interview anyone on the transfer list. They may try to contact you to schedule an interview. If you do not want to go to an ESS location, do not accept an interview request from that school.</p>
<p>I got an interview request from school X on my list, but I really want school Y. What should I do?</p>	<p>Declining an interview or an offer of a position at a school on your list will result in being removed from the transfer list. You could not return the school's call quickly or ask that the interview be later. However, holding out for school Y when they may never call is also risky. Use your judgment.</p>
<p>I put a school on my transfer list, but I have since changed my mind about going there. What do I do?</p>	<p>If a school is on your list when the transfer window closes, you must interview if called, or you will be taken off the transfer list.</p>

<p>How can I see where I am on the transfer list and why should I?</p>	<p>You can contact your JCTA UniServ Director and ask where you are on the list. The list is sorted by seniority. If you are very low or high on the interview order, you can determine the probability of the success of your transfer. This will help with deciding on which interviews you want to be sure to attend.</p>
<p>Can I change the schools on my transfer list once I submit it?</p>	<p>You are permitted to edit your list as long as the changes are made before the deadline of 11:59PM on March 22nd.</p>
<p>Can I decline a job offer after interviewing?</p>	<p>Yes, but you will be taken off of the transfer list and not allowed to transfer to any of the schools on your list.</p>
<p>What does it mean to be overstaffed or be transferring “involuntarily”?</p>	<p>When a school has more teachers than they need, they can choose to overstaff teachers. These teachers are placed on the transfer list involuntarily. Teachers who are overstaffed are placed starting on June 1st.</p>
<p>How do I know if a school will be a good fit for me?</p>	<p>Do your research! Asking your UniServ Director their opinion about a school is a good first step, but the teachers who work in the building know better than anyone else.</p>
<p>What if another teacher has the same amount of seniority as me; how does the district break ties in seniority?</p>	<p>The last four digits of your social security number are added up and compared with the other individual(s). The higher number wins.</p>
<p>Do I get paid extra for being at an Enhanced Support School?</p>	<p>Yes, you will receive four payments over the course of the year for no less than \$400 each. See Article 33 Section B for exact rates</p>
<p>When are teachers on the voluntary transfer list interviewed?</p>	<p>March 29th – May 30th. July 1st – July 15th. If interviewed from August 1st -March 21st you will not move schools until the next year.</p>
<p>How many choices do I get on my transfer list?</p>	<p>Voluntary transfers can choose up to five non ESS locations and up to five ESS locations. You do not have to put any ESS locations. Involuntary transfers need to choose ten schools and can add an additional five ESS locations if they choose.</p>
<p>When I go to an interview, who will be doing the hiring?</p>	<p>Principals handle the hiring at ESS locations. At non ESS locations, a teacher transfer selection committee (TTSC) will conduct the interview and do the hiring. The TTSC will consist of the principal and three teachers and each member gets a vote.</p>
<p>Where in the contract can I find information about transfers?</p>	<p>Article 16 of the JCBE/JCTA contract is entirely devoted to transfers.</p>