

Certificated Voluntary Transfer Process

Weekly voluntary transfer postings for teaching positions and classified positions will begin in February. Our district will use AppliTrack, our online application system, for schools to post vacancies. Using AppliTrack for our voluntary transfer process is new this year.

General information

1. Voluntary transfer candidates may transfer only to a position of the same contract amount as currently held.
2. Certificated staff must hold the appropriate certification and be highly qualified for the posted position at the time of application to be granted an interview.
3. Staff on terminating contracts may not participate in the voluntary transfer process unless they have been rehired for the coming school year. (We issue terminating contracts to all of our employee groups once our schools are in session. It's very common that staff members on a terminating contract continue employment based on their performance. Administrators at the respective sites and departments make a recommendation to Human Resources.)

Job Posting and Application

4. Positions available for voluntary transfer will be posted on-line. Visit the Isaac web site and go to "Employment" followed by Job "Openings" and submit an internal application/transfer form. We have modified the form for ease of operation. <http://www.applitrack.com/isaac/OnlineApp/default.aspx>

Below is a snapshot of what you will see.



Internal applicants only.

[View internal positions](#)

[Submit an internal application/transfer form](#)

5. You can utilize our new app through the Apple App Store and the Android App Store for **FREE**. Below are instructions on how to download the app:

- launch the Apple App Store Icon. 
 - In the search field type: **Isaac Elementary**
 - Then click download
 - You may be prompted to sign into your account: if you have not created an iTunes account do so at this time.
 - ***Follow the same procedure through the Android App store**
6. Once voluntary positions are declared, positions will be posted on Friday as they become available and will remain open only through Wednesday immediately after the posting.
 7. To be considered for a voluntary transfer position, you must submit an internal application through our online application page within the time that the position is posted. External postings will occur on Thursday.
 8. As new positions are posted weekly, log back into your AppliTrack account and choose any new positions for which you would like to be interviewed. – ***Below is a complete snapshot of how it would look.***



[Internal applicants only.](#)

[View internal positions](#)

[Submit an internal application/transfer form](#)

[Internal Postings ---](#)

Openings as of 2/5/

All Types (31 openings)

Administration (1)

Elementary Resource (2)

Elementary School Teaching (4)

Internal Postings ---
Openings as of 2/5/2015

All Types » **Elementary School Teaching (4 openings)**

Search Postings

Options

*Elementary
Teacher 5th
Grade*

JobID: 304

Position Type: [Share on gmail](#)[Share on facebook](#)[Share on email](#)[More Sharing Services](#)

Elementary School
Teaching

[Email To A Friend](#)
[Print Version](#)

Date Posted:

10/3/2013

Location:

Moya School

Date Available:

2013/2014

Additional Information: [Show/Hide](#)

[Maintenance/Custodial \(2\)](#)

[Middle School Teaching \(3\)](#)

[Student Support Services \(5\)](#)

[Substitute \(1\)](#)

[Support Staff \(11\)](#)

[Transportation \(2\)](#)

[All Vacancies](#)

9. You must email the administrator at the site to express an interest in the position posted and to request an interview no later than Wednesday.

3

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Process(2)2015-16.docx

10. According to the Certified Handbook, please turn in the Voluntary Transfer Form to your site administrator so they know you are interested in interviewing for other positions by May 15. You can obtain a copy from your school secretary or visit the HR web page.

11. Interviews will be scheduled by the administrator or secretary. Watch your email for notification that an interview has been requested.

Decision and Notification

12. If an individual is selected as a voluntary transfer, the administrator will email Human Resources to submit a PAR. Upon receiving administrative approval from HR, the interviewing administrator will notify all interviewed candidates of the decision by phone or by email.

13. It is not the intent of this procedure that teachers within the District are guaranteed a transfer merely upon request.

14. Eligible certificated staff may continue to review the AppliTrack system for newly posted vacancies until June 30, 2015. Transfers will not be approved during the school year unless the needs of the District dictate such approval. (Board Policy - GCK PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS)

15. Questions regarding AppliTrack may be directed to Hogla Gonzalez at X20430. Questions regarding the voluntary transfer process may be directed to Dr. Bob Fleischmann, bfleischmann@isaacschools.org