

Steps for Employees Requesting a Transfer:

Employees interested in applying for vacant district positions may apply by submitting an employee transfer request through the Skyward Employee Access.

1. Go to www.marshallisd.com
2. Click on the “Staff” tab.
3. Click on the “Skyward Employees” tab.
4. Login and Password
5. Click on Home Screen.
6. Click on Employee Reassignment Request
7. Select Attach Documents Marshall Independent School District Administrative Guidelines
8. Select Send
9. Follow Prompts

It is also recommended that the employee attach a letter of interest to their transfer application or send a letter of interest directly to the principal/supervisor. Employees will be given the same consideration as other qualified applicants (internal and external).

Employees should call the Human Resources Department (903) 927-8704 for assistance with this process.

Recommendation to Hire Internal Applicants (Current Employees)

Principals/Supervisors wanting to recommend an internal applicant must complete the **“Recommendation to Hire”** form. The principal/supervisor must also ensure appropriate qualifications, certification, and ESSA highly qualified requirements prior to sending the recommendation to the human resources department. The principal and/or supervisor may call the elementary or secondary personnel supervisor to verify the proper credentials required for the position. The recommending supervisor should call the current principal/supervisor to obtain a reference check.

Recommendations to hire internal professional applicants (specifically teachers) should cease by the 45th day (June 23, 2023)) prior to the first day of instruction. Recommendations received afterwards, will require the signature of the current principal / supervisor.

The “**Recommendation to Hire**” form will require the following signatures:

- Receiving Principal / Supervisor
- Current Principal / Supervisor Signature - Not required unless after 45th business day prior to the first day of instruction – after June 16, 2023. The Transfer form must be signed by both principal’s or supervisors and attach it in the Recommendation to Hire form.

The current principal/supervisor **IS NOT** obligated to release an employee after the 45th business day (June 16, 2023) prior to the first day of instruction unless the employee is being recommended for a position that would be considered a promotion.

- • Appropriate Program Director (if applicable) – i.e. Athletics, Bilingual, College and Career Readiness, Custodial/Maintenance/Warehouse, Fine Arts, Food Service, PEIMS, PCLs, Special Ed., etc.
- Assistant Superintendent for Auxiliary Services Marshall Independent School District
Administrative Guidelines Updated September 2022.

Once the recommendation to hire form is complete it should be sent to the staffing officer for processing. Only a human resources staff member can offer the job to the candidate. The HR staff will notify both the current and receiving principal / supervisor once the candidate accepts the position. Internal candidate hires are to report to their new assignment the first day of the employee’s work calendar for the following school year. Special exceptions may be made for employees in the auxiliary and paraprofessional occupational groups