



Montgomery County
Public Schools

VOLUNTARY TEACHER TRANSFER REQUEST

Eligibility and Transfer Procedures – 2017-2018

A voluntary teacher transfer is defined as a teacher moving from one school to another to fill a position in alignment with his or her current teaching endorsement(s).

Reassignments within a school are authorized by the principal and do not require the implementation of the transfer procedures.

Eligibility:

1. The term “teacher” refers to any employee who holds a valid Virginia teaching certificate and is paid on the teachers’ salary scale.
2. Voluntary teacher transfers are available to teachers who have received a satisfactory evaluation during their past evaluation period and who:
 - a. currently hold “continuing contract” employment status in the division
 - or
 - b. are currently assigned to multiple locations in the division

Process and Guidelines:

1. Teachers who are eligible for a transfer who wish to submit a transfer request are required to:
 - a. complete a “Teacher Transfer Request” application online
 - and
 - b. apply to the **2017-2018 Teacher Transfer Request** job posting on the division’s Recruit and Hire online application system.

The application and job posting are available on this link.

<https://montgomerycounty.tedk12.com/hire/>

The online system will accept transfer applications from Feb. 3rd – Mar. 5th.

2. Teachers requesting a transfer must certify on his/her application that he/she has notified their current principal of the request.
3. Eligible teachers requesting a transfer **may** be granted an interview with the principal(s) of the school(s) where they have requested a transfer if there is a known vacancy in that school. **It is at the principal’s discretion whether an interview will be granted to a requestor.**
4. Instructional administrators/coordinators and/or other appropriate personnel will be involved in the interview and decision process.



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5. When a vacancy occurs, the transfer request will be granted or denied based on the results of an interview as well as other factors such as professional training, experience, length of MCPS service, certification, administrative and operational needs, recommendations, and/or other extenuating or unusual circumstances.
6. All transfer requests are submitted and considered on an annual basis.
7. Teachers recommended and approved for transfer will be notified by the Human Resources Department. Administrators and principals of all locations affected by the transfer will also be notified.
8. Teachers not selected for a transfer after a scheduled interview will be notified by e-mail through the Recruit and Hire system.
9. Online teacher transfer applications will remain active through the designated time frame for division transfers.
10. A teacher approved for a voluntary transfer will remain in the new assignment for at least two years unless an earlier reassignment is directed by administration.

Timeline:

All applications, both internal and external, can be evaluated for openings in the division.

For internal transfer applicants, the following must occur:

1. Internal Transfers: February 3rd – June 30th

- a. an online “Teacher Transfer Request” application must be completed
and
- b. requestors must apply to the **2017-2018 Teacher Transfer Request** job posting on the division’s Recruit and Hire online application system.

The application and job posting are available on this link.

<https://montgomerycounty.tedk12.com/hire/>

The online system will accept transfer applications from Feb. 3rd – Mar. 5th.

2. July 1, 2017 and beyond

Internal teacher transfer requests will continue to be reviewed when:

- a. a teacher is assigned to multiple schools and a single site vacancy becomes available
- b. a hiring principal receives written approval from the Director of Human Resources and the current principal to interview an internal transfer candidate

Note: The description of Montgomery County Public Schools’ Teacher Transfer Guidelines is intended to provide clarity in the application of School Board Policy. Per Policy 5-2.8 “Assignment and Transfer,” teachers on an annual or continuing contract may be reassigned to another location in their respective positions based on organizational needs. Updated 2.3.17