

LONGVIEW INDEPENDENT SCHOOL DISTRICT



NOTIFICATION OF
TEACHER TRANSFER REQUEST PROCESS

TIMELINE FOR SUBMITTING REQUEST:

APRIL 2nd to APRIL 16th

FOR MORE INFORMATION AND FORMS

CONTACT YOUR PRINCIPAL OR VISIT

THE LISD WEBSITE @

www.lisd.org

SUBMIT TO THE HUMAN RESOURCES DEPARTMENT

BY APRIL 16, 2018



LONGVIEW INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
P.O. BOX 3268/1301 EAST YOUNG STREET
LONGVIEW, TX 75606
903-381-2200 / FAX: 903-381-2286/ WWW.LISD.ORG

MEMORANDUM

TO: Principals

FROM: Loretta J. Thompson Martin
Director, Human Resources

RE: Classroom Teacher Voluntary Transfer Process for 2018 - 2019

DATE: March 28, 2018

Classroom teachers who meet the following criteria may complete a Voluntary Transfer Request Form. This process does not guarantee or infer that a transfer will occur. At the time of application for a voluntary transfer request, the teacher must have:

1. completed two years of experience in Longview ISD;
2. no TTESS scores less than proficient on most recent appraisal; and
3. not be on a growth plan

This packet includes a blue-colored bulletin to post in a prominent place where teachers can see it, employee action forms, and transfer request forms. Please have your building secretary give these documents to teachers who request them. All of these documents will be posted on the LISD website as well. Also, your assistance is needed in making teachers aware of the transfer process and timeline by making an announcement during campus, faculty, departmental, and/or team meetings.

These forms are for teachers only. Other employees (counselors, librarians, nurses, paraprofessionals, etc.) should apply when there are postings or send a letter for transfer consideration to the Human Resources Department.

The Voluntary Transfer Request forms must be received in the Human Resources Department anytime between **Monday, April 2nd** through the **Monday, April 16th** deadline.

Principals will receive copies of transfer forms on a weekly basis from the Human Resources Department. Principals are requested to grant interviews only to those teachers whose names appear on the transfer list. Only the receiving principal must complete the employee action form.

The staff in the Human Resources Department will process transfers upon confirmation of vacancies and verification of appropriate certification. All parties (recommended teacher, current and receiving principals) will be notified by Friday, **June 1, 2018**. Personnel not notified in writing by the Human Resources Department are to remain in their current assignment. If questions arise, please do not hesitate to contact the Human Resources Department. Thanks!

Enclosures

cc: Jody Clements
Horace Williams



LONGVIEW INDEPENDENT SCHOOL DISTRICT
TEACHER VOLUNTARY REQUEST FOR TRANSFER DK (R)

RATIONALE

The fundamental reason for transfer of a teacher from one school to another shall be for improvement of the District's instructional program. Term and/or probationary contract teachers shall be considered eligible for transfer only after two years of service has been completed. Teachers who receive ratings below proficient on any domain of the most recent teacher evaluation are not eligible for voluntary transfer and can only be transferred administratively if it is so determined.

To request a transfer, a teacher must complete the District's Request for Transfer Form and submit it to his or her immediate supervisor.

A maximum of 20 percent of the present teaching staff of a campus shall be allowed to transfer.

APPLYING FOR TRANSFER

The procedure for requesting a transfer is as follows:

1. An employee may request a transfer by using the District's Request for Transfer form available from building supervisors or the Human Resources Department by April 16th.
2. The current campus principal/supervisor must acknowledge the employee's request for transfer before it shall be considered by any campus. The principal's signature is for notification purposes only; not for permission to transfer.
3. The Request for Transfer form shall be submitted to the Director of Human Resources.
4. The Human Resources Department shall then submit a copy of the Request for Transfer form to the various campus principal(s)/supervisor(s) where the employee has requested to be transferred.
5. Following a personal interview, the campus principal(s)/supervisor(s) shall then approve or disapprove the employee's request for transfer by completing the Request for Transfer form and returning it to the Director of Human Resources. The campus principal shall ensure transferring employees hold the appropriate certification for the new assignment, as applicable.

6. The Human Resources Department shall then notify the employee, the employee's current principal or supervisor, and the principal at the new assignment that the transfer request has been approved.
7. All requests will be processed and/or approved by June 1st. The Director of Human Resources shall notify the employee requesting a transfer as to the disposition of application for transfer by this date.

The Superintendent shall be responsible for the final decision on an application for transfer. In arriving at a decision, the Superintendent shall be guided by the following:

1. Instructional staff needs of the District.
2. Contribution to students that the staff member could make in the new position.
3. Qualifications of the staff member compared to outside candidates both for the position to be vacated and for the position to be filled.
4. Opportunity for professional growth.
5. Preference of the staff member regarding assignment or transfer.
6. Recommendations of the principal or the immediate supervisors involved.
7. Effect the transfer will have on the instructional program in the school where the employee is currently assigned.
8. Effect the transfer will have on the instructional program in the receiving school.