



**LONGVIEW INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

P. O. BOX 3268 / 1301 EAST YOUNG STREET

LONGVIEW, TEXAS 75606

903-381-2200 / FAX: 903-381-2286 / WWW.LISD.ORG

TO: Principals

FROM: Shalona McCray *SM*
Director of Employee Relations

RE: Updates to Classroom Teacher Voluntary Transfer Process and Employee Handbook

DATE: April 1, 2022

Each spring the teacher transfer season occurs, providing eligible teachers the opportunity to transfer to available positions at other schools for which they are qualified and interested. In order to simplify the Classroom Teacher Voluntary Transfer Process, the District has updated and revised its transfer process as well as the coinciding employee handbook provision, outlined below. The revised Classroom Teacher Voluntary Transfer process will take effect April 4, 2022. Note, this transfer process is applicable to current district classroom teachers ONLY.

Applying for Transfer

- Teachers wishing to consider voluntarily moving to an available position for which they are qualified at a different school for the 2022-2023 school year can apply for open positions during the transfer window, **April 4, 2022 through April 18, 2022**. Applications are to be submitted online using the [Frontline Employment Application System](#) and selecting the “**Internal Applicants**” option.
- There are no eligibility requirements.
- The application for transfer shall be without prejudice to the employee and shall not jeopardize the employee’s current assignment.
- Principals may contact teachers from your internal applicants for an interview at any time.
- Principal transfer requests/acceptance of transfers shall be completed by Friday May 6, 2022.
- Teachers not selected for transfer shall remain in their current assignment for the following school year.
- Teachers may withdraw their request/application for transfer at any time, prior to acceptance of transfer.
- If a teacher’s transfer is granted, the teacher must email their current principal and “cc” their new principal to notify their current principal that they are accepting a transfer position.
- Please note, hard to fill transfer areas, including, but not limited to, Bilingual, Math, Science, Special Education, and Foreign Languages, will be closely monitored to ensure adequate staffing at all campuses.
- Once the transfer window is closed, teachers will no longer be able to apply for a transfer.



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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 supervisor(s) 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.

Update to Employee Handbook page 17

The Reassignments and Transfers section of the Employee Handbook is revised to the below.

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department for the following school year by applying for open positions online using the Frontline employment application system and selecting the "Internal Applicants" option. Applications must be submitted no later than the deadline established by the department of Human Resources. If an employee is approved for a transfer, the employee must provide their current principal with written notice of the transfer. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

Should you have any additional questions, please contact the Human Resources Department.

LONGVIEW INDEPENDENT SCHOOL DISTRICT



NOTIFICATION OF **VOLUNTARY TEACHER** TRANSFER REQUEST PROCESS

Apply online using the Frontline Employment Application System and selecting the “Internal Applicants” option.

TIMELINE FOR SUBMITTING ONLINE APPLICATIONS
April 4, 2022 through April 18, 2022

**FOR MORE INFORMATION CONTACT YOUR CAMPUS
ADMINISTRATOR**

THERE ARE NO ELIGIBILITY REQUIREMENTS

DEADLINE – April 18, 2022