



# VOLUNTARY TRANSFER PROCESS

## Frequently Asked Questions

### WHAT IS A “VOLUNTARY TRANSFER”?

In accordance with Board policy GARE Employee Assignment, eligible certified personnel may request consideration for reassignment or transfer once a year during the voluntary transfer period. Each school year, the Atlanta Public Schools (APS) leadership team evaluates the feasibility of offering certified staff (i.e. Teachers, Media Specialists, and Counselors), the opportunity to submit a request for voluntary transfer consideration to another school location within Atlanta Public Schools. In addition, if the APS leadership elects to offer an opportunity to be considered for a voluntary transfer, the process and timeline is developed and communicated to APS staff by the Human Resources division each school year.

### WHAT ARE THE ELIGIBILITY REQUIREMENTS?

- Must hold a current teacher, media specialist, or counselor position (unless approved by HR).
- Must not have received a contractual difficulty letter.
- Must not have been placed on a professional development plan during the 2015-2016 school year.
- Eligible staff must hold a certificate in available content areas.
- Have not submitted a separation notice for a future resignation or retirement date.

### ARE CLASSIFIED POSITIONS ELIGIBLE TO PARTICIPATE IN THE VOLUNTARY TRANSFER PROCESS? *(PARAPROFESSIONAL, SCHOOL CLERK, SCHOOL SECRETARY)*

No, classified employees are not required to utilize the voluntary transfer process for transfer consideration. However, classified staff may submit an internal application for transfer consideration at any time via our website [Careers@APS](mailto:Careers@APS). If you are interested in transfer opportunities, please check our website periodically for updates.

### IF I AM NOT OFFERED A CONTRACT FOR SCHOOL YEAR 2016-17, MAY I PARTICIPATE IN THE VOLUNTARY TRANSFER PROCESS?

Yes. However, if you have been issued a contractual difficulty letter or currently on a professional development plan, you are not eligible to participate in the Voluntary Transfer Process.



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### HOW DO I FIND OUT WHICH SCHOOLS ARE PARTICIPATING IN THE VOLUNTARY TRANSFER PROCESS?

All available positions will be posted on the Careers@APS (SearchSoft) website [www.apsrecruits.us](http://www.apsrecruits.us). Please note that interested candidates must select the “internal” link on the Careers site to access available positions.

### WHAT MUST I DO TO BE CONSIDERED FOR A VOLUNTARY TRANSFER?

All interested staff must apply online to their school of interest in order to be considered. We strongly encourage staff to apply as soon as positions are posted on March 1, 2016, as there will be no exceptions.

### WHEN WILL VOLUNTARY TRANSFER POSITIONS BE POSTED ON CAREERS@APS?

Positions will be posted starting March 1, 2016.

### IF I APPLY FOR A VOLUNTARY TRANSFER, AM I GUARANTEED AN INTERVIEW?

Unfortunately, given the ratio of interested staff to principals, we cannot guarantee an interview for all that apply to positions. We encourage you to attach any additional documents that will be useful to principals as they screen for interview selection. Staff are welcome to update their profile via Careers@APS [www.apsrecruits.us](http://www.apsrecruits.us) with a cover letter, evaluations, resume, certificates of achievement, evidence of teacher effectiveness, or certification.

### IF I AM GRANTED AN INTERVIEW, WHAT SHOULD I BRING WITH ME?

If selected for an interview, it is best practice to bring evidence to support verbal statements. Suggested items include, but are not limited to, current resume, cover letter, personal statement, teacher portfolio, evidence to support student growth, a smile, and a positive attitude.

### WHERE WILL INTERVIEWS BE HELD?

Principals will schedule interviews at their schools between March 1, 2016 and April 1, 2016.



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### WHAT IF I AM SELECTED FOR TWO OR MORE SCHOOLS?

If a staff member is selected for two or more schools, the staff member will make the final decision as to which school he/she will be transferred. Human Resources will notify all principals of the candidate's choice.

### HOW WILL I KNOW IF I AM SELECTED?

Staff selected for transfer will receive a confirmation email from Human Resources during the week of April 11, 2016. Non-selected staff will receive an automatic email via Careers@APS informing them that the voluntary transfer process has concluded.

### ARE THERE ANY RESTRICTIONS FOR THE NUMBER OF POSITIONS I MAY APPLY TO FOR CONSIDERATION?

No. There is no limit as it relates to the number of positions staff members apply to for transfer consideration.

### IF I AM CERTIFIED IN MULTIPLE AREAS, MAY I APPLY FOR POSITIONS OUTSIDE OF MY CURRENT TEACHER ASSIGNMENT?

Yes. Staff members are able to apply for positions that correspond to their certification, even if their current assignment is different from the position he/she is seeking.

### WHAT IF I NO LONGER WANT TO TRANSFER AFTER ACCEPTING A POSITION?

After being selected, the HR team will reach out to the staff member with an offer for the new assignment. If the new assignment is accepted, the staff member will be required to honor the transfer request. However, the Superintendent reserves the right to administratively transfer any employee based on the needs of the school district.

### DOES APS OFFER RESUME WRITING OR MOCK INTERVIEWING SERVICES?

No. Unfortunately, we do not offer resume-writing services. However, the Georgia Department of Labor (GA-DOL) offers free interviewing and resume writing tips. If interested, please visit the GA-DOL website by clicking the following link: <http://www.dol.state.ga.us/>.