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Teachers: Take Advantage of Open Transfer Period May 3–28, 2010

Event allows teachers to change campuses without being released from current assignment

April 28, 2010

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Each year, HISD provides an open transfer period for teachers. The annual HISD teacher open transfer process for the 2010–2011 school year will begin on Monday, May 3, and run through Friday, May 28.

Employees wishing to transfer after May 28th must obtain a release from their current principal. If you have any questions, please contact your HR team, your HR Generalist or recruiter.

Important implications of the open transfer period for PRINCIPALS:

- We anticipate that principals will have determined their school budget allocations, projected student enrollments, anticipated teacher assignments, and pending vacancies by the beginning of the open transfer period on Monday, May 3.
- Principals are encouraged to conduct interviews and make hiring selections as quickly as reasonably possible to facilitate the open period transfer process.
- Principals should consider open transfer requests along with applications of other qualified candidates as they schedule interviews and make employment selections for next school year.
- Principals will receive more comprehensive information on facilitating the open transfer period at the next principal's meeting on May 5.

Important implications of the open transfer period for TEACHERS:

- In order to be eligible for transfer, teachers must meet the following criteria:
 - Hold a valid Texas teacher certificate in the requested subject-area vacancy
 - Meet "Highly Qualified" standards of NCLB for the position
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 - Must not be entering third- or fourth-year probationary status
 - Must not be on a growth plan
- Teachers who wish to be considered for transfer should proceed as follows:
 - View current or anticipated classroom teacher vacancies at HISD schools. [Click HERE](#) to access Anticipated Openings for 2010–2011 on the Recruiting Services Web site.
 - If interested in a specific position, you may apply via e-mail directly to the principal at the respective school, by providing the following:
 - Your name and employee number
 - The job title you are interested in

The elimination of regional offices and corresponding reorganization of HISD has resulted in the realignment of a number of teaching positions. Teachers who were impacted by this action will receive priority consideration for transfers into vacant positions for which they are qualified.

Since the reorganization, teachers do have the opportunity to interview for open positions.

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- May 3: Open transfer period begins; teacher application and interview process with principals may begin (see steps above).
- By May 28: Employees selected for a vacancy at a transfer school will be notified and offered a position by the school's principal. Principals will submit hiring decisions of teacher transfers by e-mail to their Human Resources generalist for verification of teacher qualifications and transfer completion.
- By June 7: HISD Human Resources will notify teacher of official transfer completion by e-mail.

It is HISD's goal to make this process easier for teachers and principals. If you have any questions, please contact your HR team, your HR generalist, or recruiter.

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