

# **Administrators' Guide to the Teacher Transfer Process 2023-2034**



**Office of Human Capital**

Updated 1/26/24

## Introduction

The Rochester City School District is now moving into the Principal ranking portion of the voluntary teacher transfer process. We have prepared this guidance document to help walk administrators through the steps involved in ranking your applicants.

## Background Information

### The Contractual Basis

The collective bargaining agreement between the District and the RTA details the voluntary transfer process (Section 24). It creates a process for teachers to transfer to vacancies that have been created. A part of this process is the voluntary transfer of teachers. If you would like to review the contract provisions, the contract can be viewed on the District's Labor Relations website here: <http://rcsdk12.org/Page/488>

### Maximum Number of School Applications for the Voluntary Process

The number of selections is based upon the terms of the collective bargaining agreement. However, this year, an agreement to increase the amount of selections was reached between the RCSD and the RTA, due to newly created schools.

- Elementary teachers could apply to a maximum of **seven (7) schools**.
- Secondary teachers could choose a maximum of ~~three (3) schools~~ **seven (7) schools**.
- K-12 teacher teachers could apply to a maximum of **ten (10) schools**.

There was no limit to the number of exempt schools or middle schools for which teachers could apply.

### Teacher Screening Questions for the Voluntary Process

Teachers' applications included the same three screening questions as last year. Teachers were informed of these three screening questions through the online transfer process, and were encouraged to tailor their responses for the schools to which they were applying. Teachers had the option of answering these three questions individually for each school the teacher applied to:

- (1) Tell us about your personal involvement and interests in your school, District initiatives and your profession.
- (2) Tell us about your philosophy and what you will contribute to our school's focus and direction.
- (3) What specific contributions will you make to advance our school's mission and objectives?

## Exempt Schools

### Exempt Process v. Voluntary Teacher Transfer Process

Administrators were notified earlier this year if all or any portion of their school or program was identified as exempt. Any school/program that is exempt does not need to participate in the voluntary teacher transfer process. However, teachers were able to apply to exempt schools through an online application. As previously indicated in the Exempt Schools Guide, administrators for exempt schools/programs are not restricted to only looking at teachers who applied through the online exempt schools application process.

### Exempt Applications through Online Process

Administrators for exempt schools/programs can view online applications through the same online system as all other schools/programs. If only a portion of the school/program was exempt, please view the **Location Code** on the online process. Administrators who have exempt portions of their school/program will be able to select from more than one location code, which will differentiate between applicants to the exempt and non-exempt positions.

## Screening and Interviewing Voluntary Teacher Transfer Applicants

### Online Process Website

A list of all teachers who apply through the Online Voluntary Teacher Transfer process (as well as any applicants who utilized the online process for exempt schools/programs) will be available to principals and principal designees. You can access the site by logging on to RoConnect. Go to the website [roconnect.rcsdk12.org](https://roconnect.rcsdk12.org) in the Chrome browser. The site link (Principal- RTA Transfer Ranking) can be found in the Evaluation & Transfer folder. Your username is your employee ID number, and your password is your current RCSD password. Further information on how to use the online process is available on that website.

**App opens February 8, 2024 and ends March 29, 2024.**

### Information Available on Principal Page for Teacher Transfer Process

The Principal page linked above for the online teacher transfer process includes several pieces of information which may be useful to administrators for this process. This includes:

- A list of all applicants to the school/program
- Identification of applicants' tenure area
- A copy of each applicant's resume
- Detail on each applicant's certification
- A copy of each applicant's answers to the three screening questions
- A list of all teachers at the administrator's location that have applied through the online transfer process

## **Applicant Screening**

School Based Planning Teams may review completed applications, screening questionnaires, and resumes to determine who the school will interview. Administrators can request to see an applicant's OHC file. Copies of information for individual applicants are available on the website linked above.

## **Interviewing Applicants**

School Based Planning Teams may interview applicants to determine the ranked list of teachers for individual tenure areas. The school may also wish to consider feedback from other school personnel in determining the ranking for each teacher, including the applicant's current Principal (the applicant's current location is provided on the Principal page).

## **School Option to Select Applicants Based Upon Teacher Seniority**

Schools/programs are able to determine whether they would like to actively participate in the voluntary teacher transfer process, and rank teachers during the principal ranking timeframe. If a school/program does not participate in the voluntary teacher transfer process and rank teachers, any school vacancies will be filled based upon teacher seniority. Any administrator choosing to fill school vacancies based upon seniority should contact Amorette Miller to confirm this selection.

## **Ranking Teachers Following the Screening and/or Interview**

Within the online principal application, administrators must indicate whether they have elected to rank each applicant or provide that applicant with a different status. The following status options are available within the online system:

- **N/A: Used to rank by seniority.**
  - **NOTE: Applicants ranked "N/A" will be given a number ranking by OHC following the close of the Principal Ranking Process. Their ranking will be based on seniority in number order following the lowest ranked teacher in that same tenure area. Example: If no teachers are ranked in the tenure area the most senior applicant identified as N/A will be ranked as #1. If schools rank teachers #1 through #3 and other have been identified as N/A, the most senior N/A applicant will be ranked #4 and other will follow by seniority.**
- **A: Ranked.** If a teacher is ranked by the school, the administrator should select Ranked ("A") as the applicant's status, and should then put in the teacher's number rank in the appropriate box
- **S: Screened out.** Use this to indicate that the school elected **not to rank the teacher** either prior to or following an interview.
- **D: Teacher Declined offer.** Use this to indicate that the **teacher declined** to be interviewed by the school.

## **Transfer Day, Receivership Offers, Exempt Offers and Beyond**

### **Receivership Offers**

Receivership schools will extend offers and have those offers accepted or declined prior to the exempt offer process and Transfer Day process. OHC will update principals once dates have been finalized. (Mid May dates TBD)

### **Exempt Offers**

Exempt schools will extend offers and have those offers accepted or declined prior to the Transfer Day process. OHC will update principals once dates have been finalized. (Mid May dates TBD)

### **Transfer Day Process**

During Teacher Transfer Day(s), vacancies are filled based upon the school rankings through the voluntary process and also through the displaced teacher process. The rankings will be updated to reflect teachers who accepted offers as part of the Receivership and Exempt offer process, and no longer eligible to transfer to another school. The Teacher Transfer Day Process is conducted in rounds:

- Round 1: Teachers are offered available vacancies based upon their rankings through the voluntary teacher transfer process.
- Round 1B: Teachers who are displaced from closing schools or MOA (if applicable) are offered these remaining vacancies based upon their seniority.
- Round 2: Teachers who have been involuntarily displaced from their schools are offered these remaining vacancies based upon their seniority (Does not include teachers from Round 1B).
- Round 3: The teacher ranking lists are reviewed again. Teachers are offered remaining vacancies based upon their rankings through the voluntary teacher transfer process.
- Round 4: Any remaining candidates who were not placed in previous rounds are offered any remaining vacancies based upon their seniority.

Administrators (or a designee) will be expected to be present (Zoom) at Teacher Transfer Day to offer any potential transfer candidates information about the school and the vacancies, as applicable. The Teacher Transfer Day (next page)

is typically held first week of June. Please continue to check the bulletin for further information about the dates and times for Teacher Transfer Day as the year progresses.

### **After Transfer Day**

OHC will offer available vacancies to remaining displaced teachers based on seniority, prior to placing new bargaining unit members. If a displaced teacher fails to choose a position in a school with a vacancy prior to the first Friday in August, the teacher will be assigned to a position by the District in seniority order.

### **Uncertified Teachers**

Only certified teachers may take part in the transfer days as per cba with the RTA. They do not take part in the voluntary teacher transfer process and their position becomes available for certified teacher transfer if the allocation remains prior to transfer day.

Uncertified teachers are “contract substitute” teachers that are hired year to year. If you still have vacancies after transfer day, hotline and toward August, and if there are no certified teachers available to fill your vacancies, these teachers may be considered for placement for 2024-25 school year.