

**Independent School District 625**  
360 Colborne Street  
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**Human Resource Department**

## **IMPORTANT INFORMATION FOR TEACHERS**

This information describes the steps needed to transfer to another site for the 2022-2023 school year. The Interview and Selection Process and the Placement Process are the two processes which exist to facilitate the teacher transfer process.

### **Interview and Selection Process**

#### **Eligibility for the Interview and Selection Process**

Teachers, including counselors, social workers and school nurses are eligible to request a transfer by meeting one of the following criteria:

- Currently tenured teachers or teachers who are currently in their 3<sup>rd</sup> year of employment with SPPS
- Returning from a leave of absence
- Position eliminated due to known enrollment decline or program changes
- Are in a split teaching assignment, with multiple building locations
- Wish to move from part-time to full-time, or full-time to part-time status

Teachers, counselors, social workers or nurses **are not** eligible for the interview and selection process if they:

- Are on an improvement plan
- Have documented performance problems or issues of misconduct
- Have been realigned due to stranding
- Have Tier 1 or Tier 2 License

Special Education and English Language Learner (ELL) teachers may only transfer to other Special Education or ELL assignments.

#### **Application Process for Interview and Selection**

As schools and programs become aware of vacancies for the 2022-2023 school year, Human Resources posts the vacancies on the SPPS Careers webpage at <http://www.spps.org/careers> for seven calendar days. Teachers should check this site regularly for newly posted positions.

Eligible teachers are able to apply online for posted vacancies for which they are qualified and interested. Principals and their site selection team will determine which teachers to interview and make the final selection. As in prior years, teachers are not guaranteed an interview or transfer.

#### **Timeline**

The interview and selection process ends on **Friday, June 17, 2022**. Once a teacher accepts a transfer position, the transfer is considered final, and the teacher will not be eligible for another transfer for the same school year.

## **Placement Process**

Teachers eligible for the placement process are strongly encouraged to also apply for positions through the interview and selection process. This provides teachers the best opportunity of securing their preferred placement. Teachers who remain unassigned by the end of the interview and selection process are placed in unfilled positions.

### **Eligibility for the Placement Processes**

Teachers will automatically be placed on the placement list if they are returning from a leave of absence or if their position has been eliminated.

### **Request to be Included in the Placement Process**

Teachers who are not automatically placed on the placement list but who wish to move to a new site or program may request to be included on the placement list. If a request is approved, the teacher will not have rights back to his or her current assignment for the next school year. Not all requests are approved.

To request to be on the placement list, submit a request via email or letter **no later than Tuesday, March 1, 2022**. The request must include the teacher's name, home phone number, summer phone number (if different), current position and work location. It is critical that Human Resources have the ability to contact teachers who need placement. Send requests to:

Mail: Aubrey Kelly, Human Resources  
Administration Building, 360 Colborne Street, St. Paul, 55102  
Email: [Aubrey.kelly@spps.org](mailto:Aubrey.kelly@spps.org)  
Phone: 651.767.8243

### **Timeline**

By the end of June 2022, individuals who are eligible for the placement process will be mailed a list of vacancies and asked to designate their assignment preferences.

Teacher reassignments will be based on a combination of the teacher's expressed preferences, seniority and licensure and special requirements that may exist for a position. The Assistant Superintendents in consultation with the Human Resource Department will make placement decisions.

Questions regarding the Interview and Selection Process or the Placement Process can be directed to Aubrey Kelly at [Aubrey.kelly@spps.org](mailto:Aubrey.kelly@spps.org)