

- Elementary  
 Secondary

**School(s) and position(s)** for which you are making this application (Must be advertised)

School _____	Position _____
School _____	Position _____
School _____	Position _____
School _____	Position _____
School _____	Position _____
School _____	Position _____

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_  
 School \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Current Subjects/Grade Level \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Total Years Experience \_\_\_\_\_ Total Jordan \_\_\_\_\_ Total School \_\_\_\_\_

College Major \_\_\_\_\_ Minor \_\_\_\_\_

Endorsements as shown on your license: \_\_\_\_\_

What extra-curricular assignment(s) would you be capable of and willing to accept? \_\_\_\_\_

Reason for requesting a transfer: \_\_\_\_\_

**PLEASE CHECK BOX IF YOU ARE SPECIAL EDUCATION**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**Request will not be accepted without the principal's (or designee) signature.**

**Note:** If you would like the principal to have your resume, you may send it directly to the principal via District mail or take copies with you to the scheduled interview. If you have questions, please call 567-8221 (elementary) or 567-8227 (secondary).

## Advertisements:

### Jordan School District Web Site

Advertisements of school openings for the next school year are posted on the Jordan School District Web site <http://hr.jordandistrict.org/> , and will be held open for five working days beginning April 1 and continuing through June 1. Transfer requests will be accepted until ten working days prior to New Teacher Induction.

## Procedure:

Jordan School District teachers applying for **advertised** positions should complete a Licensed Transfer Request form. The form must be signed by the principal or designee, or a representative in Human Resources if the administration is not available, and must be submitted, along with a resume, no later than 4:00 p.m. on the day the position closes. After a teacher has submitted one transfer form, requests for transfer to additional openings can be accomplished by calling the Department of Human Resources no later than 4:00 p.m. on the day the position closes. Information from the first transfer request will be forwarded to the other schools upon the request of the teacher, providing the call is received before the deadline. Teachers selected for interview will be contacted by the principal. NOTE: It is recommended that you take a resume to the principal when you interview.

### Transfer Fair

Jordan School District will host a Teacher Transfer Fair. Current JSD teachers may attend the Fair to meet and interview with schools with potential openings. Registration for the Fair is done by submitting the completed Licensed-Transfer Request Form at the Fair.

### Summer Openings

Positions that become available during the summer are filled as quickly as possible. If you are interested in a summer transfer, contact the Department of Human Resources as soon as positions are posted.

A master list of teachers who have applied for transfer is sent to the school. The school will arrange for interviews of transfer and new candidates. After receiving authorization from the Department of Human Resources, the principal may extend a verbal offer to the selected candidate. Principals will notify those who have interviewed, but were not selected, in a timely fashion.

Teachers transferring from a traditional school to a year-round school will receive a double paycheck in August.

Teachers transferring from a year-round school to a traditional school will NOT receive a paycheck in August.

### **Why does a transfer request require the principal's signature?**

Teachers are required to obtain their principal's signature on their initial transfer request in order to inform the principal that the teacher may be leaving. The principal needs this information for future staffing plans. It is also a common courtesy. If the principal is not available, a representative from Human Resources can sign the form.

### **When I submit a transfer request, do I lose the teaching position at my school?**

Your teaching position is not declared vacant until you accept a transfer.

### **How do I know if the principal received my transfer request?**

Call the Department of Human Resources and ask when your transfer request was sent. Please keep in mind that an interview is not guaranteed. By policy, the principal is required to interview two qualified transfer candidates if they are available.

### **I want to transfer, but I'm afraid my principal will be angry.**

A principal doesn't expect you to stay at the same school forever. Be honest with your principal and let him/her know that you'd like a change. It may be good to make changes periodically.

### **Do I submit a new request each time an opening for which I would like to be considered is advertised on the Jordan School District Web site?**

Once you have submitted a transfer request, Human Resources will forward future requests to other positions for which you desire consideration. You need only call Human Resources and make the request before the deadline.

### **What should I do if I have been interviewed for a position and have not been notified if I have been selected? Should I continue to apply for other advertised positions?**

After a principal has reached a decision and the teacher who was selected has accepted the position, other interviewees will be notified by the principal. At that time you will be able to apply for other positions. As positions are closed they will be deleted from the Web site.