



The Road to a Successful Transfer

CUEA/CUSD Presentation

Transfer Time Line

Article 9.2.1

Certificated employees who are interested in transferring to other sites in the next school year must submit requests to Personnel Services on the appropriate district transfer no later than March 1. These employees will be notified of their transfer request no later than April 15. Transfer requests received after March 1 will be held and referred for interviews only if a position becomes available at the desired site.

Do Some Research

■ Resources:

- School site web pages
- School Accountability Report Cards

■ Look for:

- Technology
- Specialty programs:
 - Transitional Kindergarten
 - Culinary Arts
 - Music
 - Robotics

Transfer Online at Sign Up Genius

**You will receive an email from
Human Resource Services with
instructions and links for
transfer through Sign Up
Genius.**

Reason for Requesting Transfer

Instead of . . .

- Want to be closer to home
 - * Working in a community close to home enables me:
 - more time to spend collaborating with colleagues rather than commuting
 - More time to be involved on school committees than commuting

- My principal changed my grade/subject level
 - * Looking to learn and grow with other teachers in my same grade/subject area at a new site
 - * Declining enrollment at the elementary level is creating class configuration challenges. Looking for

Preparing for the Interview

- **Anticipate questions and how you might answer them:**
 - **What are your greatest strengths?**
[What can you offer to our school?]
 - **When I walk into your classroom, what would I see/hear?**
[Does the room environment support learning as well as validate student work?]
 - **What is your discipline plan?**
[Are their clear expectations for student behavior? Are procedures in place that students are expected to follow?]
 - **How do you communicate with parents?**
[This is important; how do you do it?]

The Interview

The problem: Many teachers perceive their reputation precedes them.

- Dress professionally
- Arrive on time, if not early
- Responding to the interview questions:
 - Create a picture that shows the principal and/or panel what it “looks” and “sounds” like
 - Give explicit examples of programs, materials, situations that would highlight your successes
 - Describe how recent professional development and/or trainings are impacting your teaching and student learning

The Interview (cont.)

■ Additional Information

- If appropriate, add any additional information that would make you stand out (committees, SST Coordinator, ASB Advisor, etc.)
 - Add to the experience, don't repeat information shared during the interview questions.

■ Questions

- Ask what the team, department, and principal are looking for to fill this position
 - (is this a fit for you?)
- Ask questions about the research you conducted about the site

The Last Word: First Impressions do Count!

■ Be positive

- look interviewer in the eye
- demonstrate interest & enthusiasm

■ Be prepared

- anticipate questions/ have concrete examples ready to share

■ Be professional

- dress professionally; be confident; be tactful

Questions

