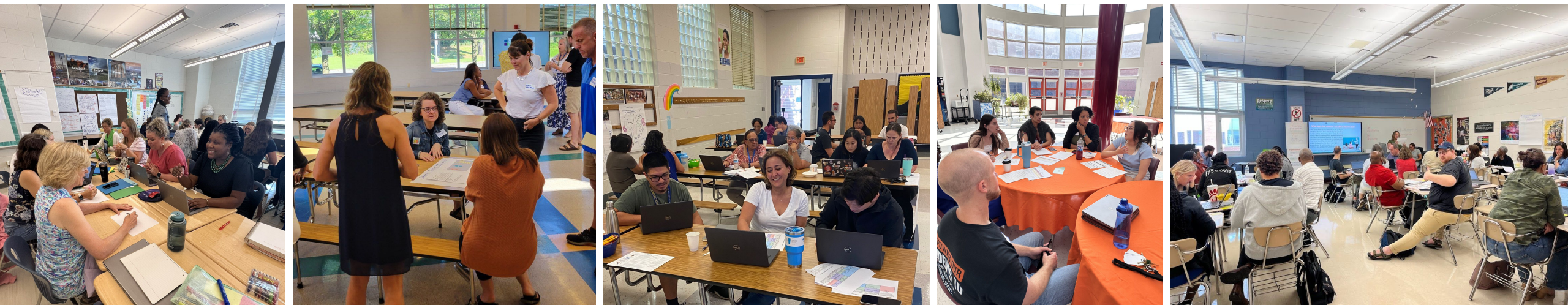


# Priority Assignment Information Meeting Involuntarily Transferred Teachers & Teachers Returning from Leave



Involuntary Teacher Transfer Presentation:  
**February 27, 2024**



## I am an Involuntary Transfer

- My school experienced a decrease in enrollment which equals a reduction in classroom teacher or other allocations
- My school experienced low enrollment in a specific program

## I am Returning from Leave

- Currently on approved leave from work
- Clearance has been given to return to work for the coming school year
- Approved leave is ending and have informed ERSC of return for FY25

## In both cases, I am also,

- A valued employee of MCPS
- Guaranteed a classroom position in an area of certification
- Able to secure a position on my own, instead of being placed

# Involuntary Transfer: Myths vs. Facts



- I'm being transferred due to poor performance.
- My administrators and staff do not like me.
- I've been involuntarily transferred **X** times, the system is against me.



Involuntary Transfers are:

- A result of a reduction in allocations or decrease in enrollment in a content area
- Identified using specific criteria such as teacher certification, teacher years of service in MCPS, date recommended for hire, content area decreases in enrollment, program needs within the school, etc..
- Given the “right of first refusal” meaning you are offered the chance to return to the school if a position becomes available. Principals will contact teachers to offer the vacant position.

You are and will continue to be a valued employee of MCPS!

# Why Does MCPS Have a Teacher Transfer Process?

- Provide MCPS teachers an opportunity to seek positions that are a match for their certification area
- Allow teachers to make lateral moves in their current content areas
- Provide an opportunity for MCPS teachers to compete for positions before external new hires
- Ensure that priority placements (involuntary transfers and returns from leave) obtain appropriate positions

# Change of Content, Level, or Hours

Teachers seeking to make a change to their employment status, including change from full-time to part-time or part-time to full-time, content area, and/or level; will need to monitor the “**Open/Closed**” list available on the transfer webpage.



## Questions to Consider:

- Are you certified in the area?
- Have you explored available options at the elementary and secondary level?
- Are you aware of the salary and benefit impact(s) when you choose to move from full-time to part-time, or part-time to full-time?

# Change of Content, Level, or Hours

## Applying to Positions:

- Monitor the Open/Close list to ensure the content, level, and hours are open.
- Apply via MCPS Careers

## After securing position:

- Please complete [MCPS Form: 447-6](#)



# What is MCPS Careers?

- MCPS Careers is the online system for employees to search and apply for positions
- Log in using your Outlook username and password  
<https://www.montgomeryschoolsmd.org/departments/careers/>
- If you need help updating your profile and/or uploading your resume, your staff development teacher and peers at your work location are great resources



# Looking for a New Position

## JOIN THE MCPS TEAM

### BE THE CHANGE - WORK FOR MCPS!

Montgomery County Public Schools is looking for compassionate and dedicated educational professionals to support our more than 166,000 diverse students and 211 world class schools. Apply today so that you can be part of one of the highest performing school systems in the nation!

FIND A JOB

- [Special Education upcoming information sessions](#)
- [MCEA Members - Benefits and Discounts](#)
- [Consulting Teacher Upcoming Information Sessions](#)

## FOR CURRENT EMPLOYEES

Log in using your MCPS/Outlook User ID and password and then search jobs!

LOGIN TO SEARCH JOBS

SUMMER EMPLOYMENT

[If you are resigning from MCPS »](#)

# Tips for a Successful Job Search

- Be proactive
- Update your profile and resume
- Visit MCPS Careers frequently to know what positions are available
- Apply to positions that are posted and match your current content area, level and FTE status (full time/part time)
- Monitor the Open/Close List
- Attend the virtual job fair for internal candidates February 28th and 29th
- Learn about the school(s) where you apply
- Consider sharing the positions you are interested in with your current/most recent supervisor

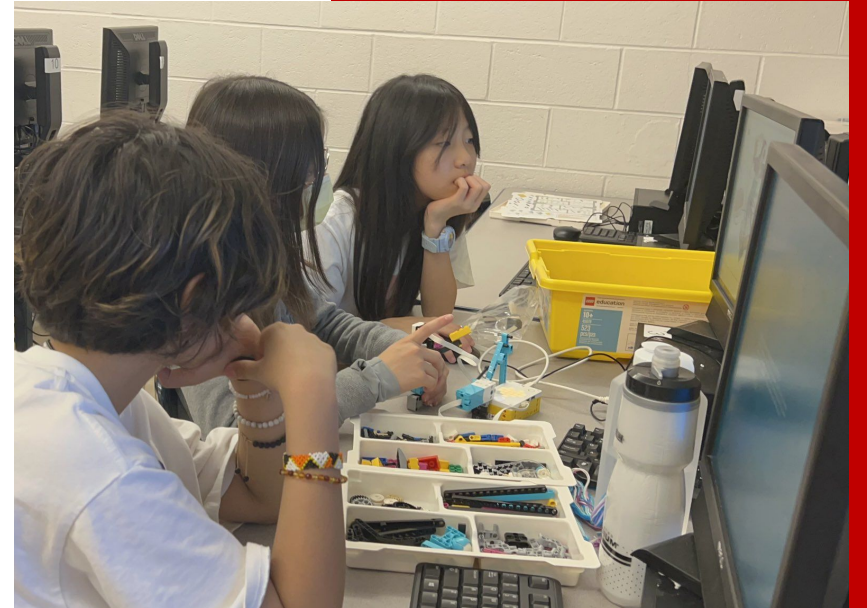
# Refreshing Your Resume

- Include your most recent work experiences first
- Include a phone number and email address that is checked regularly
- Include details on the resume that allow the principal to know the work you are/were responsible for completing
- Format and target the resume for the position you are seeking
- Limit to no more than two pages



# Know What You Want

- Know the level, grade, and content area that you have a passion and ability to teach
- Are you ready to try something new?
- Apply to feasible geographic locations
- Be honest with yourself



# Interview: Myths vs. Facts



- There's no hope for me to stay at my school.
- The system is against me, that's why I'm not getting any interviews.
- There's nothing for me to do, I'll wait for HR to place me.

- Your profile and resume in MCPS Careers should be updated so school Hiring Managers know your work.
- You should apply to positions for which you are qualified and are of interest to you.
- Some positions will have over 100 applicants. You may not get an interview for every job where you submit an application.

**All employees are empowered to find positions on their own!  
You do not have to wait to be placed!**

# Virtual Interview: Best Practices



- Prepare as you would for an in-person interview, practice interviewing ahead of time
- Provide examples that highlight your work when answering interview questions
- Check your connection, video, and microphone ahead of the interview
- Dress for the job you want
- Become familiar with the school/community. Information can be found here: [Schools At a Glance](#)
- It's okay to take a moment to reflect before responding to a question

**Remember:** Be yourself! There will be multiple candidates interviewing for the same position, do not get frustrated!

# Job Fair Information



To access the Wednesday, February 28, 2024, and Thursday, February 29, 2024 Schedule

Visit the MCPS Teacher Transfer Information webpage.  
Schools who have vacant positions are listed in alphabetical order.





# Early Hiring Opportunities!

<b>Designated School</b>	<p><u>Elementary</u>: Cabin Branch, Oakland Terrace</p> <p><u>Middle</u>: Briggs Chaney, Neelsville</p> <p><u>High</u>: Gaithersburg, Kennedy, Paint Branch, Seneca Valley, Thomas Edison, Watkins Mill</p>
<b>ISY Schools</b>	Arcola ES and Roscoe Nix ES
<b>Special Schools</b>	RICA, Blair Ewing, Carl Sandburg Learning Center, Longview, Rock Terrace, Stephen Knolls School
<b>Title I ES</b>	Bel Pre, Brookhaven, Brown Station, Burnt Mills, Cannon Road, Clopper Mill, Cresthaven, Capt. James Daly, Fairland, Flower Hill, Gaithersburg, Galway, Georgian Forest, Greencastle, Harmony Hills, Harriet Tubman, Highland, Jackson Road, JoAnn Leleck at Broad Acres, Kemp Mill, Lake Seneca, New Hampshire Estates, Oakland Terrace, Oak View, Rosemont, Rolling Terrace, Sargent Shriver, South Lake, Stedwick, Strathmore, Summit Hall, Twinbrook, Viers Mill, Washington Grove, Watkins Mill, Weller Road, Wheaton Woods, Whetstone
<b>Title I MS</b>	Forest Oak, Francis Scott Key, Montgomery Village, Odessa Shannon, White Oak

# What Happens If I Don't Find a Position?

You are *guaranteed* a position!

The goal is for involuntary transfers to secure a position on their own.

Starting April 5, 2024 employees who have not secured a position on their own will be...

- Assigned a classroom teacher position that matches their current certification, hours, and most recent level of experience
- Permitted to look for a different position until July 22
- Permitted to accept assignments after July 22 **IF** principal-to-principal discussions result in an agreement to release and accept the move

# Placement: Myths vs. Facts



- I will get placed near my home.
- I got placed at a “bad school” because the system is against me.
- I’ll be given my dream job.
- I’ll be placed outside of my content area.
- I won’t be placed until pre-service.

All employees are empowered to find positions on their own!  
You do not have to wait to be placed!



- The following factors are taken into account when making placements:
  - System need & individual school program need
  - Employee’s most recent work experience & certification
  - Full time or part time status
- Geographic considerations are taken into account but are not the sole deciding factor.
- You will have the “right of first refusal” meaning you are offered the chance to return to the school if a position becomes available. Principals will contact teachers to offer the vacant position.
- Placement decisions are made on an ongoing basis beginning on April 4 and continuing through July as needed. Assignment details will be emailed when final.

# Important Activities and Dates

- **Wednesday, February 28 and Thursday, February 29, 2024** Virtual Job Fairs
- **Friday, March 1, 2024** Voluntary Transfer Season Opens
- **Friday, March 22, 2024** Voluntary Transfer Season Temporarily Closes at 5:00 pm
- **Thursday, April 4, 2024** OHRD & OSSWB Priority Assignment Meeting
- **Friday, April 5, 2024** Notification of assignments for teachers on the involuntary transfer list who have been assigned to an available position.

# Important Activities and Dates

- **Friday, March 29, 2024** Teachers on leave of absence are required to submit official notice of intent to return, to terminate employment, or to request an extension of leave.
- **Friday, April 5 - Monday, July 22, 2024** Voluntary transfer season reopens
- **Monday, May 1, 2023** MSDE deadline for **non-tenured** teachers to resign without breach of contract
- **Saturday, July 15, 2023** MSDE deadline for **tenured** teachers to resign without breach of contract  
To resign: use the following [link](#) to submit your resignation and review the information available in the following website link related to [Offboarding](#).
- **Monday, July 22, 2023** Last day for voluntary transfers

# To Get Up-to-Date Information

## VOLUNTARY/INVOLUNTARY TEACHER TRANSFERS & RETURNS FROM LEAVE

Each spring the teacher transfer season occurs, providing employees the opportunity to transfer to other schools and locations. In addition, employees returning from leave or those who have been involuntarily transferred have an opportunity to interview for vacancies for which they are qualified and interested.

Visit the MCPS  
Teacher Transfer  
Information webpage.

**CLICK BELOW**



<https://www.montgomeryschoolsmd.org/departments/personnel/transfers/>

### General Resources

- [Department of Human Capital Management](#)
- [Definition of Terms](#)
- [Applying to Positions using MCPS Careers](#)
- [MCPS Careers](#)

### Resignation for Non-Tenure Teachers

- [Resignation Deadlines for Non-Tenured Teachers](#)

### For Teachers

- To limit opportunities for large gatherings, this spring MCPS will not host Countywide Teacher Job Fairs. All interviews will take place virtually. Please refer to the staffing calendar for more information on dates, [Teacher Staffing Calendar](#).
- [Open/Close List](#)
- **Virtual Teachers Job Fairs**
  - February 27, 2024 - School teams will participate during a two hour block of time on one of the designated dates.
  - Job Fair Information/Schedule (Coming Soon)
  - [Eligibility for Attendance](#)
- [Teacher Staffing Calendar](#)
- [Teacher Salary Schedule](#)
- [Requesting Changes in Hours](#)
- Please review this document for Frequently Asked Questions regarding the staffing season Q&A: Involuntary Transfer Process 2024. (Link Coming Soon)

**We Are Here to Support You!**



**Carolina Garcia-Ablanque**  
Springbrook  
Sherwood  
Watkins Mill



**Grace Chesney**  
Poolesville  
Richard Montgomery  
Rockville  
Walt Whitman  
Blake



**Matthew Parker**  
Montgomery Blair  
Damascus  
Paint Branch



**Meredith Benning**  
Wootton  
Clarksburg  
Walter Johnson



**Scott Durbin**  
Seneca Valley  
Montgomery Virtual  
Bethesda-Chevy Chase  
Quince Orchard



**Robert Watson**  
Edison  
Winston Churchill  
Wheaton  
Einstein



**Katrina J. Brown**  
Kennedy  
Special Schools  
Magruder



**Cinthea Neuheisel**  
Northwest  
Northwood  
Gaithersburg

**We Are Here to Support You!**



**Director, Department of Human  
Capital Management**  
Ella Bradley

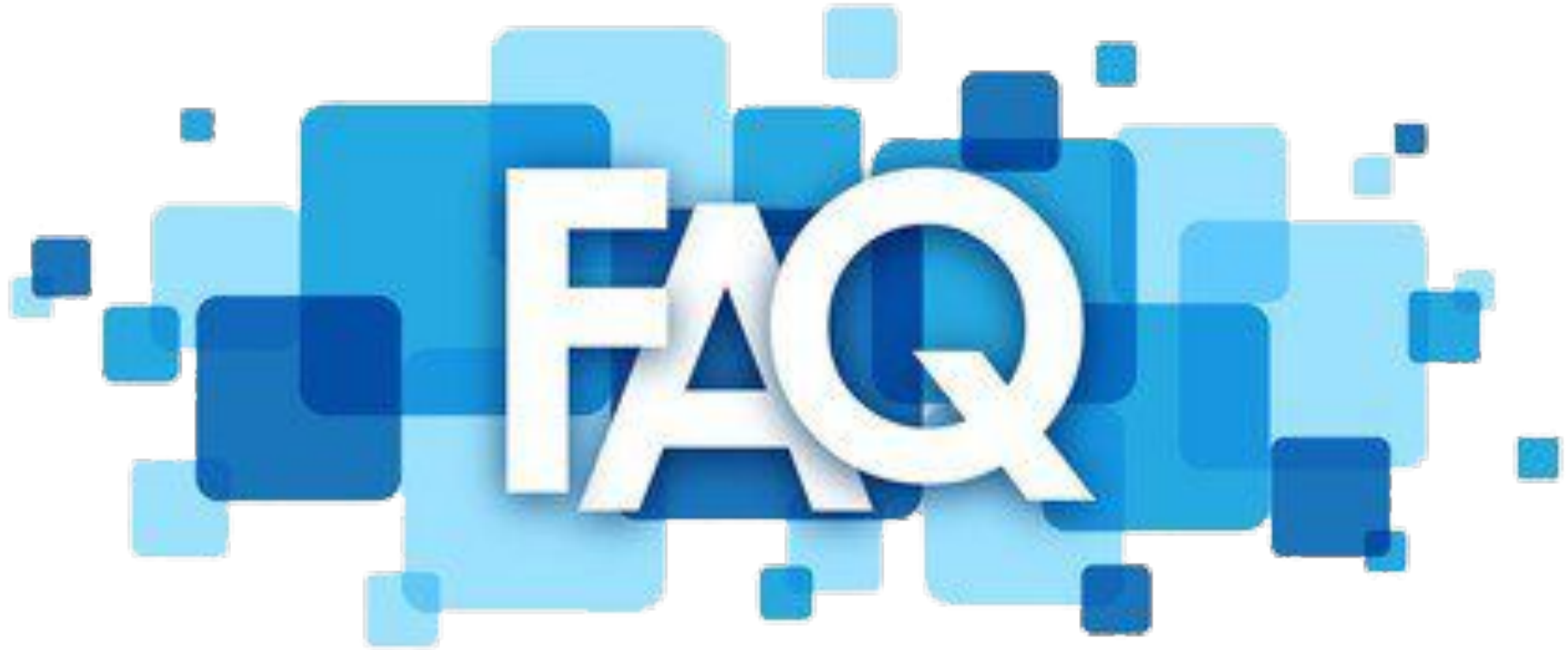


**Coordinator, Staffing Teams**  
Maggie Jones



**Certification Coordinator**  
Marie Bercaw





Answers to the Q&A will be posted on the MCPS  
Teacher Transfer Information webpage