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| CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY | <u>PERSONNEL</u> Voluntary Transfer of Tenured Certified Personnel | 706 |
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The Caswell County Board of Public Education recognizes that it is desirable in making assignments to consider the interests and aspirations of its employees. The opportunity to be considered for a voluntary transfer is available to teachers who have attained career status (tenure) in Caswell County.

All certified employees shall receive an Intent Form each March 1 to indicate whether they wish to remain in a school/position, resign, retire, or be considered for a transfer to another school/position for the succeeding school year. All forms are to be returned to the Principal for signature and routing to the Personnel Office on or before March 15. All requests for transfer must be on file in the Personnel Office by the last workday of the school year. Teachers holding term, interim and probationary contract may not request a voluntary transfer.

Any career teacher requesting a transfer will complete the Intent Form so as to indicate the reason(s) for the requested transfer, the grade(s)/position(s) sought, and the school(s) to which he wishes to transfer. The Personnel Office will acknowledge, in writing, the receipt of the transfer request.

Prior to the end of the current year, the Personnel Office will provide Principals with a list of career teachers who wish to transfer to the respective school for the succeeding school year. Current assignment, certification, mailing address, and telephone numbers for each teacher will be provided. Principals may contact teachers desiring a transfer and schedule an interview appointment.

All vacancies for the upcoming school year will be posted on the bulletin board at the Personnel Office and in all schools. Any career teacher who has an acknowledged transfer request on file and wishes to be considered for any announced vacancy should contact the respective Principal and request consideration prior to the closing date of the announcement.

Recommendation of career teachers to be selected for transfer to a vacancy will be made by the receiving Principal on the basis of one or more of the following:

- Qualifications.
- Certification
- Length of service to Caswell County Public Schools
- Responsibilities within a given school

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Once the Principal has made a recommendation to the Director of Personnel, the Principal will notify all career teachers who had a transfer request on file and who were interviewed but were denied the transfer.

Voluntary teacher transfers should be completed prior to July 1. Only emergency situations will be considered after that date and during the school year.