

# Important Transfer Information for Employees

**Transfer Forms must be received in HR by  
June 3, 2011**

**Human Resources Department  
1901 Manhattan Boulevard, Suite A-200  
Harvey, Louisiana 70058**

It is the responsibility of each employee to:

- Daily check website/JPPSS email for notices concerning transfers. Please contact Jan Lander at [jan.lander@jppss.k12.la.us](mailto:jan.lander@jppss.k12.la.us) if you do not have a Groupwise JP email address.
- Provide HR with current contact information.

In an effort to move toward the requirements of the School Improvement Grant (SIG) mandates, employees who are requesting voluntary transfers and those who are identified to be involuntarily transferred will be given the opportunity to interview with principals in an attempt to achieve Mutual Consent in each school for all new placements.

Mutual Consent is an agreement between a principal and an employee to work at a particular school. Once an employee has interviewed with a principal and mutual consent has been reached, HR will notify the principal and employee of placement by JPPSS Groupwise email.

All employees (except employees in the seven SIG schools) interested in a voluntary transfer must complete the transfer form on the district website and send it to the Department of Human Resources by June 3, 2011. These forms will be used to create a list of employees eligible to participate in the interview days.

Employees being involuntarily transferred will be notified by phone once the school board has approved all budget items related to staffing. Those employees will complete a transfer form at the interview day(s) and will interview with principals in an attempt to find placement through Mutual Consent. Any employee who is left unmatched to any school after interview days will be assigned by HR to a position utilizing the transfer form to the extent practicable.

## **Mutual Consent Transfer Process- 2011-2012:**

- Beginning at 7:30 a.m. on each of the interview days, employees will have the opportunity to sign up for interviews and browse school programming information.
- Employees will be given a Mutual Consent Form on which to list schools in order of preference. The forms must be submitted at the end of each interview day.

- HR will match principals' mutual consent forms with those of the employees.
- HR will email employees and principals notifying them of assignments derived from mutual consent.
- HR will also notify via email employees not matched by mutual consent. These employees will be given the opportunity to interview at future interview days.
- Upon completion of all interview days for current employees unmatched employees will be assigned to a school through the district transfer process.
- Dandridge – Principals will be given Dandridge requirements for their schools to remain in compliance.
- Employees unable to attend interview days, should contact the principal(s) to make other interview arrangements.
- What Should I Bring to Interview Days? (preferable, but not mandatory)
  - Several Copies of Resume and Teaching Certificate
  - Portfolio
  - Professional Development Activities
  - Highly Qualified Status
  - Specialized Training
  - Portal Data

A timeline of the interview process is as follows:

## **Mutual Consent Interview Timeline**

### **June 3**

- All online transfer forms due to HR

### **June 13 Round 1 SIG\*Schools Only**

- SIG Principals interview existing administrators, para-educators, clerical staff and other **current** JPPSS administrators with principal certification **at Ehret High School in the Gym from 7:30 a.m. to 5 p.m.**
- Principals and employees will turn in Mutual Consent Forms at end of day

### **June 14-15 Round 1 SIG Schools Only**

- SIG Principals interview existing certified staff, certified staff from other SIG schools, and voluntary/involuntary transfers **at Ehret High School in the Gym from 7:30 a.m. to 5 p.m.**
- Principals and teachers will turn in Mutual Consent Forms at end of day

### **June 17**

- HR emails principals the names of employees matched by mutual consent from the SIG interview days
- HR emails employees who were matched by mutual consent at the SIG schools
- HR emails employees who were not matched by mutual consent at the SIG schools to attend future interview days (employees **must** confirm receipt of email via return email)

### **June 20-21 Round 2 PLPS Schools Only**

- PLPS\*\* Principals interview voluntary and involuntary transfers as well as SIG teachers not selected to remain at their schools **at Ehret High School in the GYM from 7:30 a.m. to 5 p.m.**
- Principals and teachers will turn in Mutual Consent Forms at end of day

### **June 21**

- SIG Principals interview clerical staff and para-educators from other SIG schools and voluntary/involuntary transfers **at Ehret High School in the Gym from 7:30 a.m. to 5 p.m.**
- Principals and employees will turn in Mutual Consent Forms at end of day

### **June 23**

- HR emails PLPS principals the names of teachers matched by mutual consent
- HR emails teachers who were matched by mutual consent at a PLPS school
- HR emails teachers who were not matched by mutual consent to report to the General Interview Day (employees **must** confirm receipt of email via return email)

### **June 24 Round 3 General Elementary - Vacancies Only**

- Elementary General Interview Day (all schools other than SIG and PLPS schools) **at Ehret High School in the Gym from 7:30 a.m. to 5 p.m.**
- Principals and teachers will turn in Mutual Consent Forms at end of day
- Any voluntary transfers not selected at any of the interview days shall remain at their schools

### **June 27 Round 3 General Secondary - Vacancies Only**

- Secondary General Interview Day (all schools other than SIG and PLPS schools) **at Ehret High School in the Gym from 7:30 a.m. to 5 p.m.**
- Principals and teachers will turn in Mutual Consent Forms at end of day
- Any voluntary transfers not selected at any of the interview days shall remain at their schools

### **June 28 Round 4 Para/Clerical - Vacancies Only**

- Clerical and Para-Educator General Interview Day - all schools other than SIG schools **at Ehret High School in the Gym from 7:30 a.m. to 5 p.m.**
- Principals and employees turn in Mutual Consent Forms at end of day
- Any voluntary transfers not selected at any of the interview days shall remain at their schools

### **June 29**

- HR emails principals of employees matched by mutual consent at general interview days
- HR emails employees who were matched by mutual consent at any of the general interview days of their assignment

### **June 30**

- HR emails Unmatched Teacher List to all principals who have vacancies

**July 1**

- Principals emails HR of those selected from the Unmatched Teacher List
- HR emails teachers selected from the Unmatched Teacher List of their assignment
- HR mails out reassignment letters to all employees matched by mutual consent

**July 5-6**

- HR will use the transfer process to place any remaining unmatched teachers

**July 7**

- HR emails principals the names of teachers assigned through the HR transfer process
- HR mails out reassignment letters to any the teachers placed through the HR transfer process

**July 8**

- New Teacher Interview Day location TBA
- Principals and teachers turn in Mutual Consent Forms at end of day

**July 14-15**

- HR sends final rosters to principals

**SIG Schools 2011-2012  
School Improvement Grant Schools**

1. Johnson Gretna Park Elementary
2. McDonogh #26 Elementary
3. Truman Middle
4. Wall Elementary
5. Washington Elementary
6. Woodmere Elementary
7. Worley Middle

**Persistently Low  
Performing Schools  
(PLPS)**

1. Bonnabel High
2. Boudreaux Elementary
3. Cherbonnier Elementary
4. Clancy Elementary
5. George Cox Elementary
6. Ehret High
7. Ford Middle
8. Gretna Middle
9. Higgins High
10. King High
11. Livaudais Middle
12. Marrero Middle
13. Middleton Elementary
14. Pitre Elementary
15. Rillieux Elementary
16. Strehle Elementary
17. Thibodeaux Elementary
18. West Jefferson High