

Starting March 19, the voluntary transfer window will be open through May 31, 2019.

A voluntary transfer is defined as a request for a lateral move (i.e. movement between the same/similar job titles and pay grades) or a move from a higher pay grade to a lower pay grade *at another site or campus*. This policy does not apply to promotion by title, salary increase, instructional stipend increase, or by increase in number of contract days.

You must put apply to the voluntary transfer list in Frontline Recruiting & Hiring, if you want to be considered for openings that become eligible in the spring. Employees on the transfer list before the deadline remain eligible for voluntary transfer between campuses until the last day of school.

You will not be considered for any voluntary transfer if your name is not on the list. You are encouraged to put your name on the list if you even *think* you want to be considered for a transfer if a desirable position becomes available during this time period.

Eligibility for Transfer

- Must have worked in Aledo ISD for a minimum of 2 years. Exceptions could be made be for any teacher that was involuntarily placed into their assignment for the current year
- Must have appropriate certification for the position (Elementary and Intermediate teacher positions require ESL)
- Professional Employee's eligibility: Professional employees who are on a growth plan or have documented performance concerns are not eligible.
- Paraprofessional's eligibility: Paraprofessional employees who have documented performance concerns are not eligible.

Application for Transfer

Step 1 – Complete a Voluntary Transfer Request application online in Frontline Recruiting and Hiring during the transfer window;

- **Job ID 807 for Teacher/Librarian;**
- **Job ID 808 for Paraprofessional/Auxiliary**

The Voluntary Transfer window will be **open from March 19, 2018 (Monday following Spring Break) to Friday, May 31, 2019.**

Principals are responsible for verifying that an employee's name is on the list before scheduling any interview. Non-eligible employees will be notified via email by the Human Resources department.

Step 2 – Create an internal application on the Aledo ISD Frontline Recruiting and Hiring application system and apply for positions for which you are interested.

The Voluntary Transfer Request allows an employee to be considered for openings. **Requesting a transfer does not guarantee that a change in assignment will occur.**

Employees who request transfers are given consideration, but are **not guaranteed an interview**. If selected for an interview, the principal/hiring manager will contact you directly.