



HUMAN RESOURCES
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MEMORANDUM

To: Administrators and Certificated Staff

Date: January 2023

Re: **REVISED** Transfer Request Process
Short-term Re-employment Process

From: John Hastings
Human Resources Manager

Voluntary Transfer Requests for Career Staff (Probationary, Continuing, Part-time)

Governing Board Regulation GCK-R, Professional Staff Transfers and Assignments, has been revised per Meet and Confer recommendations. The deadline to submit a voluntary transfer request is now **5:00 pm on Monday, May 15, 2023**. Eligible certificated staff (Probationary, Continuing, or Part-time with a rating of “effective” or higher on current performance evaluation) desiring a transfer for the ensuing school year **may submit an internal application, via the District’s [on-line application system](#), when the specific position(s) of interest has been posted on the District’s employment website.**

This option is available to:

1. Any administrator who wishes to be considered for a teaching position.
2. Any teacher who has a Probationary, Continuing, or Part-time contract that wants to change location or assignment.

The two (2) certificated staff members with the highest District seniority who apply for a voluntary transfer shall be given an opportunity to interview for that position within the timelines established for the interview. It is the responsibility of all staff to ensure Human Resources has current contact information.

Short-term Re-employment Process

Teachers with short-term contracts must submit an [on-line application](#) to indicate their continued interest in their current position or to state their interest in another certificated position within the District.

Amphitheater High School • Canyon del Oro High School • Ironwood Ridge High School
Amphitheater Middle School • Coronado K-8 School • Cross Middle School • La Cima Middle School • Wilson K-8 School
Copper Creek Elementary • Donaldson Elementary • Harelson Elementary • Holaway Elementary • Innovation Academy • Keeling Elementary
Mesa Verde Elementary • Nash Elementary • Painted Sky Elementary • Prince Elementary • Rio Vista Elementary • Walker Elementary • Rillito Center • Amphi Academy Online

Amphitheater Unified School District does not discriminate on the basis of race, color, religion/religious beliefs, gender, sex, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District’s non-discrimination policies are handled at 701 W. Wetmore Road, Tucson, Arizona 85705 by the Equity & Safety Compliance Officer and Title IX Coordinator, (520) 696-5164, TitleIXCoordinator@amphi.com, or the Executive Director of Student Services, (520) 696-5230, studentservices@amphi.com.

While internal applications will be accepted through September 1, 2023, for short-term certificated staff, it is strongly recommended that teachers with short-term contracts submit their applications **as early as possible**. It is important for employees to note that principals/hiring administrators can review files for open positions any time during the advertisement of the job. (The only exception is if a closing date is indicated, which would result in files being reviewed when the advertisement is discontinued.) Most positions are “Open Until Filled” which means that principals can look at files at any time. *This may result in a principal working with a list of qualified applicants that will not include the names of short-term applicants if their application was not processed through Human Resources until after the principal reviewed a list.*

Fiscal year 2023-2024 employment contracts will be issued in April this year. Human Resources will send an email with the specifics once an issue date is determined.

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