

LA JOYA INDEPENDENT SCHOOL DISTRICT

Office of Human Resources

Reassignment/Transfers Procedure Timeline for 2009-2010

March 26, 2009

Information presented to Campus Principals

Elementary Schools

March 27 – April 03, 2009

Meeting for all Elementary School Teachers and Non-Professionals experiencing RIF to explain guidelines/procedures.
(Site and Time TBA)

March 30 – April 17, 2009

Dates for teachers to submit **Voluntary** transfer request to Office of Human Resources. (For campus experiencing RIF)

April 24, 2009

Human Resources Department will meet with new Principals to present Staff Projections. (Evangelina Garza Elementary and J.D. Salinas Middle School)

April 24, 2009

All campus Principals will be provided with transfers requests of teachers wanting to transfer into their campus. (per request only)

May 01, 2009

Principals and Teachers will be formally notified by Office of Human Resources of their transfer and/or reassignment.

Open transfers for all schools

March 30 – May 15, 2009

Open Transfer Request for **all other schools** will be accepted at the Office of Human Resources with recommendation/approval of receiving principal.

May 18 – June 24, 2009

Transfer Request will need approval of both principals. (receiving and current).

Middle Schools

- Process will be identical.
- Open Transfer Process dates: (March 30 – May 15, 2009)

Para-professionals

Paraprofessionals may submit transfer May 04, 2009 – May 29, 2009.

- Reassignments from Elementary/Middle School experiencing reductions will be made by April 17, 2009.

Note: All transfers must be submitted to Migdalia Lopez Rm #A00 located at La Joya Accelerated Center

A. Aruti