

TEACHER FAQ:

What is site selection?

- Site Selection is the process through which teachers are hired and placed. A school's Site Selection Committee interviews and selects qualified teacher candidates who best meet the pre-defined criteria of their school.
- Teachers, counselors, and librarians participate in site selection typically from April-June each year.

Who is eligible to participate in site selection?

- Forced Transfers
 - An appointed certified teacher whose position is being dropped due to enrollment
 - A teacher on special assignment who has not been retained for the following school year
- Voluntary Transfers
 - An appointed certified teacher who has at least two years of location seniority
 - An appointed certified teacher at a Turnaround School who has at least one year of location seniority
- A former teacher, counselor or librarian who has applied and is eligible to be restored to service
- An external teacher applicant placed on an Employment Eligibility List (Based on the needs of the district)

What is Site Selection tracking?

- Site Selection Tracking (SST) is a web-based program that allows Applicants to upload their resume and cover letter and apply to multiple schools within the School District. Principals will be able to review who has applied for their vacancies. If interested, the principal or someone from his or her staff will contact an applicant for an interview.

How do I apply for Site Selection at a specific school?

- **Current employees** will be able to log on to the Site Selection Tracking using your current [LOG IN](#) user name and password.
- **External applicants:** Before you can apply for a Site Selection position as a **new applicant (external candidate)**, you must [submit](#) a completed employment application to the Office of Recruitment. You must also successfully complete the selection interview process and be placed on an Employment Eligibility List by the Office of Talent in order to gain access to the Site Selection Tracking system.

Will everyone who applies through Site Selection be interviewed?

- No. Only those who meet the criteria will be considered for an interview. The Staff Selection Committee will review resumes and may only interview those applicants who best meet the criteria for that particular school.

What happens if I am Site Selected for a position?

- If you are selected through this process, you will sign the Teacher Acceptance of Position Form acknowledging your willingness to accept the position being offered. This form must be forwarded by the school to Office of Talent for final approval. The Office of Talent will notify you and the school if assignment to the position has been approved. You should only sign one site selection form.

This is my first year at my current school; do I have to stay for another year before I can site select?

- Location seniority does not always equal the time you have physically been in a building. If you are a forced transfer and move to another school, your location seniority remains intact when you start at your new school.
- If you have questions about your location seniority, please e-mail staffing@philasd.org.

Should I tell my principal that I am looking to work elsewhere? Do I have to let them know?

- As a professional courtesy, you should inform your current principal that you are looking to move to a new location. They may be able to help you with your search and recommend you to their colleagues.

Will I lose my seniority when I move to a new location?

- If you are a forced transfer, no.
- If you voluntarily transfer to a high-needs school, no.
- If you voluntarily transfer to a non-high-needs school, yes.

Will I lose my seniority if I change positions within my school?

- No. If you move to a different teaching position or reclassify at the same school, you will not lose any seniority.

Can I apply to more than one school?

- Yes. You can apply to any position for which you hold proper certification.
- You are encouraged to apply to as many schools as possible, in order to maximize your opportunities.

If I am not selected during the site selection process, what happens?

- We anticipate that there will be more than enough available positions for all forced transferred teachers available during site selection. It is your responsibility to review the vacancy list, apply to as many schools as possible, and participate in site selection interviews.
- If you are forced transfer and not site selected, the Office of Talent will place you through the Traditional Seniority Placement Process in June.

What does the term “Special Assignment” mean?

- Special Assignment refers to any teacher, counselor or librarian who is not site selected during the spring hiring. It refers to anyone placed after site selection closes.
- Teachers on Special Assignment are eligible to be retained if the principal and teacher mutually agree and there is a budgeted position available.
- If you are not retained, you still have a position with the District but will need to secure a new school location for the upcoming school year.

What does the term “Forced Transfer” mean?

- If you are a current School District employee and there is no budgeted position for you to remain in your current school for the upcoming school year, then you are considered a Forced Transfer. You still have a position with the District but need to secure a new school location for the upcoming school year.

What does the term ‘Voluntary Transfer’ mean?

- If you are a current School District employee who wants to move to a new location for the upcoming school year, and there is a budgeted position for you at your current school, you are classified as a Voluntary Transfer. You must have two years location seniority to attempt to voluntarily transfer out of your current location.
- To secure a new location, you should participate in site selection during spring hiring, however you may also attempt to voluntarily transfer by completing a voluntary transfer request by May 1.
- If you are not site selected into a new location, you will remain in your current location.

What does a Right to Return mean?

- A teacher can complete a right to return form if they were an appointed teacher that was forced transferred out of a school due to the budget and wishes to return to the school they were forced out of. A teacher can only request a right to return in the subject/certification area he/she was appointed in during the time they were at the school. A preferential right to return must be filed within one year of the date of the initial transfer, such transfer must be renewed by May 1st of each succeeding year.

What does a Right to Follow mean?

- A right to follow is when an employee wishes to follow a student or a class to another location. This applies when there is a school closure, the student body is moving to another school location, and a teacher is requesting to follow the class. A right to follow a class can be requested only when all or part of the student body is moving to a different school.

What is a Retention form?

- A teacher on special assignment may be retained at their current school location if it is mutually agreed between the teacher and principal. A teacher is signing to commit to work at the school for the upcoming school year. Please note, a retention form is a request and may not be able to be honored if there is no budgeted position for that teacher.

My retention request was not honored. Now what?

- You are a forced transfer and will need to participate in site selection.
- Please note that your retention request will remain on file until July 31. If you wish to rescind it, you may do so by emailing staffing@philasd.org.