

Spring Site Selection: Frequently Asked Questions

If you need assistance navigating the Site Selection Application, please [click this link](#) to access our user guide.

What is site selection?

- Site selection is the process that enables eligible teachers/counselors/librarians and external candidates to apply to open roles at specific schools.
- Site Selection committee interviews and selects the most qualified individuals to join their school for the upcoming academic year.

Who can participate in site selection?

- External candidates deemed eligible by Talent Support Services
- Teachers/counselors/librarians who are designated forced transfers
- Teachers/counselors/librarians who meet voluntary transfer requirements*
- Former teachers/counselors/librarians who have been approved for a [restoration to service](#)
- Teacher residents, upon completion of their first residency year
- Current employees who have been deemed eligible by Talent Support Services to reclassify their role to become a teacher/counselor/librarian

*You must have at least two (2) years of location seniority [*Exception: those within the Acceleration Network or assigned to a Renaissance School (Bartram, Blaine, Carnell, McDaniel, Tilden, W.D. Kelley) may voluntarily participate with one (1) year of location seniority*]

How do I know if I am a forced transfer?

- You will receive communication from Talent Support Services to notify you of your forced transfer status.

What happens if I do not secure placement during spring site selection?

- If you are voluntarily participating, you would remain in your current school placement for the 2019-2020 academic year.
- If you are participating as a forced transfer, you will be invited to a seniority picking session at our central office to select placement from the remaining vacancies. You will be on special assignment at the school you select for the upcoming academic year.

Do I have to tell my principal that I am looking to work elsewhere?

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

I am a teacher/counselor/librarian who has been at my school for at least one year, but I am told I do not have any system or location seniority – why?

- If you are working for SDP **under an emergency permit only**, you will not have any system or location seniority until you complete Pennsylvania certification requirements.
- Once you receive certification and notify our Certification Department as such, you “shall have system seniority retroactive to [your] date of hire and location seniority retroactive to the first day of the month in which [your] instructional certificate was issued”, per the CBA.
- If you are certified and have not notified our Certification Department, please do so ASAP by emailing compliance@philasd.org. Please include your name, employee ID number, and PPID number when emailing.

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

- Not necessarily. Location seniority does not always equal the time you have physically been at your current school.
 - If you were force transferred, your location seniority remained intact.
 - If you previously voluntarily transferred to a high needs school, your location seniority remained intact.

Can I apply to more than one school via site selection?

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

Can I site select into an open role at my current school?

- Yes. There are a couple of scenarios in which you could site select into an open role at your current school placement:
 - If you meet the voluntary transfer eligibility requirements, you could site select into a role at your school into new subject area. *Your system and location seniority would not change, but your area of appointment would be changed to the new subject area.*
 - Please note: although your system and location seniority would remain intact, changing your area of appointment can impact where you fall on the seniority list.
 - If you are on special assignment and are participating as a forced transfer, you could site select into an open role at your school either in your current area of appointment or in a new subject area, which would change your area of appointment.

I applied to a school but I have not heard anything yet. What now?

- We strongly encourage you to reach out to the school(s) and/or principal(s) directly if you have not received any follow-up communication.
 - Please note: only individual(s) who meet the criteria determined by the principal and their site selection committee will be considered for an interview.

I am a current SDP employee and I've been extended an interview. It is during school hours. Do I have to take a personal day?

- School District Leadership has requested that principals refrain from scheduling interviews during the school day. You should not have to use personal time for school-based interviews during site selection. The expectation is that those interviews will occur outside of normal school hours.

I was extended an offer and I signed the site selection form. What does this mean?

- Signing the site selection form does not mean you have been officially site selected. In order to be site selected:
 - The site selection form must be completed by both you and the principal. A PFT member who participated in the site selection process should also initial the form.
 - The form must be submitted to Talent Support Services before site selection closes.
 - Talent Support Services must review and approve the form.
 - Once approved, you will receive notification confirming your approved site selection and your school placement for the upcoming academic year.
 - Please note: once you have received notification that your site selection has been approved, you are not eligible to be site-selected into another position.

What is the difference between voluntarily participating in site selection, and submitting a voluntary transfer request?

- When you participate in site selection voluntarily, meaning you were *not* designated as a forced transfer, you can site select into a role *outside* of your current area of appointment. Voluntary transfer requests can only be honored if there is a vacancy in your *current* area of appointment.
 - Please note: you can site select into a new school within your current area of appointment as well. *If you site select into a new subject area, either at your current school placement or at a new school, your area of appointment will be updated upon site selection approval.*
- If you site select into a school, you are not on special assignment. If you have a voluntary transfer request that is honored, you are on special assignment at that school.

- There will be more vacancies available to you when voluntarily participating in site selection versus submitting a voluntary transfer request.

I was happy with the school I site selected, but I just received notification that my voluntary transfer/right to return/retention request has been honored. Do I have to accept this transfer?

- Yes. Per the CBA, “[an employee] must accept any transfer requested unless he/she notifies the Administration in writing of his/her desire to withdraw the request before the date on which the transfer is granted.” *This means you must rescind any request you submitted **before it is honored** if you wish to remain at the school you site selected.* The requests include: right to returns, retention, voluntary transfers requests, and rights to follow.
- To rescind your transfer request(s), please indicate as such on your site selection form.
 - If you wish to rescind a transfer request after your site selection form has been submitted, please email staffing@philasd.org or your designated Talent Specialist with the subject “Rescind Transfer Request”

If you have additional questions, please reach out to your designated Talent Specialist (listed below) via email, or email staffing@philasd.org.

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