



PORTLAND PUBLIC SCHOOLS

PAT Unassignment Informational Meeting

Spring 2023

Portland Public Schools



Agenda

- Introductions
- Transfer Process Overview
- Interview and Selection Process
- Layoff Process
- Contact Information



Internal Transfer Process - Overview

- When can I apply? Vacancies posted from Monday, March 6 through 11:59 pm on Friday, March 10.
- Who can apply? All contract and Probationary 3 educators; any unassigned educators, regardless of prob/contract status
- How do I apply? Apply to positions through the Professional Educator Transfer site

Note: It is **not** first-come first-serve, all applications received prior to the closure of the position will be considered, regardless of submission date



Interview Process

- School Administrators schedules interviews for March 13 - 15 and ensures all candidates who apply are considered
- Licensure, experience, and skills are all factors for determining selection for an interview
- 18.5.5 “Professional educators with five (5) or more years of service with the District shall be interviewed except that in no case will a supervisor having three (3) or more vacancies be required to interview more than three (3) applicants for each vacancy. A supervisor with fewer than three (3) vacancies will not be required to interview more than five (5) applicants for each vacancy.”



Interview Process Continued...

- If you are no longer interested in the position, notify principal by the 2nd day following interview.
- It is the administrator's responsibility as the interviewer to cover the cost of the substitute if they request that you interview during your normal work hours. Enter In-Service District as the reason code for the absence and the administrator will provide the chartfield to the your current school's principal secretary.



Selection Process

- HR will contact selected candidates to offer all positions for which they have been selected between March 17 - 21.

FINAL ASSIGNMENTS - occur following the interview and selection process

If you are not selected, or choose not to apply during the internal round, you will be placed by PPS into an open position.



External Process - Overview

- EXTERNAL PROCESS
 - Vacancies in areas where there are no unassigned educators will be posted as soon as they become available, following the completion of the internal round
 - All PAT members who meet the job qualifications and have not already accepted a transfer, and external applicants, may apply



Layoff Process

Step 1: HR analyzes number of vacancies vs. unassignments per endorsement area.

Step 2: In potential layoff areas, HR will send educators who are assigned or teach in that endorsement area a letter offering them the opportunity to take a leave of absence or early retirement. See contract language for eligibility.

Step 3: HR uses other leaves and early retirements to place unassigned educators.

Step 4: If there are still unassigned educators, HR will begin layoffs starting with the least senior educator teaching in that endorsement area.

Step 5: Educators who are laid off, are eligible to be recalled 3 years from layoff date.

Contract article 20 - Reduction in Staff/Layoff



Questions?

Unassignment Reason = Contact your supervisor

Licensure Questions & Support = TSPC 503-378-3586

Technical Support = IT Support 503-916-3375

PAT Offices = 503-233-5018

Human Resources = 503-916-3544 or hronline@pps.net

Internal Posting Site = <https://www.pps.net/Page/2158>