



PORTLAND PUBLIC SCHOOLS

# **PAT Unassignment Informational Meeting**

Spring 2024

**Portland Public Schools**



# Agenda

- Introductions
- What's NEW this year?
  - Internal Job Fair
- Assignment Process
- Layoff Process
- Contact Information



## What's NEW this year? (Example)

### 2022-2023

- Probationary 3, Contract educators and unassigned educators update their resumes, gather their references and prepare to apply online
- Before Spring Break, educators would have access to an internal application website ideally for a week before applications were due.
- Principals reach out for interviews with members
- After Spring break, educators interview for positions across the district
- Educators are assigned to the position offered and can choose if offered multiple positions
- Remaining unassigned educators are then placed based on vacancies, retirements and leaves
- Application process for the external round opens for all

### 2023-2024

- Probationary 3, Contract educators and unassigned educators update their resumes and prepare to list their preferences for placement
- By March 13th, educators will receive
  - A list of all open vacancies.
  - A form to RSVP for the job fair and indicate their preferences for placement and can email resumes to principals
- On March 16th, educators have the OPTION to attend a Job Fair to have informal interviews
- By EOD March 18th, educators will inform principals if they are not interested in a position.
- Before Spring Break, HR will inform educators of their assignment(s) based on the job fair.
- After Spring Break, OSP will finalize placements for remaining unassigned educators - this process may take time depending on remaining vacancies and unassignments



# What's the SAME this year?

2023-2024

- Probationary 3, Contract educators and unassigned educators can all access the internal round (18.6.4)
- Unassigned Educators still have the right to their once-a-year transfer rights (18.5.3)
- If you are still unassigned after the internal transfer process will be placed in a vacant position “for which the professional educator is both licensed and competent” before the external round is opened (18.6.5)
- If a position at the Professional educator’s original school becomes available, two options are possible (18.6.7):
  - If a professional educator has been administratively transferred under the provisions of 18.6.2, the professional educator **may** be returned to that school under the provisions of 18.6.2.
  - If such a position occurs while the professional educator is unassigned, the professional educator **shall** be returned to that school or program.



# Internal Job Fair

- What is the internal job fair? The internal job fair is a chance for eligible educators to express interest in vacancies for the following school year
- Who can attend? All contract and Probationary 3 educators; any unassigned educators, regardless of prob/contract status; temporary educators applying for their exact position
- How will I know what vacancies there are? The list of available vacancies at the job fair will be available no later than March 13.



# Internal Job Fair

- When is the internal job fair? Saturday, March 16 from 9am-4pm (closed from 12-1pm for lunch)
- Where is the internal job fair? Benson at Marshall High School - 3905 SE 91st Ave



# Recommendation Process

- School Administrators with vacancies in available content areas will be in attendance at the job fair
- Informal interviews will occur - you can visit any school table, Administrators may have some questions for you regarding the position
- Licensure, experience, and skills are all factors for administrators when recommending someone for a vacancy
- We encourage you to take some resumes with you to leave with admins



# Recommendation Process Continued...

- If you are no longer interested in the position, notify the Administrator by the end of the job fair
- If you are unable to attend the job fair, you can indicate that on the registration form and then you email your resume to the Administrator with the vacancy you are interested in so they can consider you for the vacancy - we encourage you to do this before the end of the job fair, but no later than 48 hours later



# Offer & Final Assignment Process

- HR will contact selected candidates to offer all positions for which they have been selected after March 18 and before spring break.

**FINAL ASSIGNMENTS** - occur following the internal job fair

If you are not selected during the internal job fair, you will be assigned to an open position by the Office of Schools



# 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
  - Note: unassigned educators who accept a position through the internal job fair still have one transfer remaining



# Layoff Process

**NOTE:** Layoffs are conducted looking across the entire district, just because you are unassigned does not mean you would be the individual laid off

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

**Step 2:** In potential layoff areas, HR offer educators who teach in that endorsement area the opportunity to take a leave of absence or early retirement.

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

**Step 4:** If there are still unassigned educators, layoffs begin 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

**PAT Offices** = 503-233-5018

**Human Resources** = 503-916-3544 or [hronline@pps.net](mailto:hronline@pps.net)