



TOGETHER, WE RISE

# PAT Unassignment Informational Meeting

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Spring 2025



# Overview

- Internal Job Fair
- Assignment Process
- Layoff Process
- Contact Information



# 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 on April 1st.



# Internal Job Fair

- When is the Internal Job Fair? Saturday, April 5th, 2025 from 9am-4pm (closed from 12-1pm for lunch)
- Where is the Internal Job Fair? Marshall Campus - 3905 SE 91st Ave
- If you plan to attend the Internal Job Fair on Saturday April 5th, please complete this [short registration form](#).



# 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

**Spring 2025**



# 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. Please then email your resume to the Administrator with the vacancy you are interested in, so they can consider you for the vacancy - please do this before the end of the job fair (end of day April 5th).



# Offer & Final Assignment Process

- HR will contact selected candidates to offer all positions for which they have been selected by April 10th.

**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)