

Transfer Request Instructions for Teachers

The instructions below will guide you through the transfer process.

1. Go to <https://jobs.canyonsdistrict.org/hr/home.cfm> to view all open positions.

The screenshot shows the Canyons School District's employment opportunities page. At the top, there is a navigation bar with links for Home, Username, Password, and Sign in. Below the navigation bar, there is a search bar labeled "Employment Opportunities". Underneath the search bar, there are three dropdown menus: "Category", "Job Type", and "Location", each with "Select an item" as the default option. Below these filters, there is a table listing various job openings. The table has columns for Job Title, Category, Location, Job Type, Posting Date, Closing Date, and Action?. The table lists the following positions:

Job Title	Category	Location	Job Type	Posting Date	Closing Date	Action?
Speech-Language Pathologist Candidate Pool 2021-22	Special	Canyons Administrative Bldg. (300 E)	Full-Time	01/27/2020	Open Until Filled	Read More
Special Classroom Lead Teacher 2020-2021	Licensed	District Office	Full-Time	06/01/2020	Open Until Filled	Read More
Special Education Teacher Candidate Pool 2021-2022	Special	Multiple Locations	Full-Time	10/22/2020	Open Until Filled	Read More
Secondary Subject Candidate Pool Openings for 2021-22	Secondary	Multiple Locations	Full-Time	10/28/2020	Open Until Filled	Read More
School Counselor K-12 Candidate Pool for 2021-22	Secondary	Multiple Locations	Full-Time	10/28/2020	Open Until Filled	Read More
Elementary Candidate Pool Opening for 2021-22	Elementary	Multiple Locations	Full-Time	10/28/2020	Open Until Filled	Read More
Dual Immersion K-12 Candidate Pool Opening for 2021-22	Dual Immersion	Multiple Locations	Full-Time	10/28/2020	Open Until Filled	Read More
Administrative Positions-Schools	Administrative	TBD	Full-Time	11/12/2020	Open Until Filled	Read More
FMT Clinical Instructor Hours 2020-21	Secondary	CTEC	Hourly	11/20/2020	Open Until Filled	Read More

2. First, login using your CSD username and password in the area marked with a red circle below.

The screenshot shows the Canyons School District's login page. At the top, there is a navigation bar with links for Home, Username, Password, and Sign in. The "Username" and "Password" input fields are highlighted with a large red oval. Below the login form, there is a message "Logged in as: jessica.dealba" and a "Logout" button.

3. Your screen should now look like the image below (with your name) if you are logged in correctly.

The screenshot shows the Canyons School District's dashboard. At the top, there is a message "Logged in as: jessica.dealba" and a "Logout" button.

4. To apply to transfer to one of the positions, find the position(s) you are interested in. On the far right hand side of the posting, click on '**Read More**'. The job will open up and will look like the picture below. At the bottom on the posting you will see a button '**Apply Now**'. During the first 30 days that jobs are posted, the transfer window is open for only 3 business days. If the window for that job has closed the button will not be available to click.
- After the 30 days, the transfer window is open till filled.

**English Teacher
Hillcrest High**

For questions, please email: Secondary

Category: Secondary
Department: Canyons District
Shift:
Location: Hillcrest High
Job Type: Full-Time
Pay Rate: Salary Schedules

Job Description:
Starts on 02/19. Position is for 10th grade Honors English and 9th grade English classes.

Preferred Skills:
Applicant must have a Secondary teaching license with an English endorsement.

How to apply: (Not currently CSD teacher)
All interested applicants must be screened at the district level before they can be considered by the school.

To apply please follow this link: www.teachers-teachers.com/employer/6537. Submit an application to the candidate pool(s) that you are qualified for. If the subject is not listed we are not interviewing new applicants for that subject at this time. If you have come in for a screening interview in the last 2 years (and have not asked to be removed from the candidate pool), your name will be sent to the principal of the school hiring for your subject as part of the candidate pool.

For more detailed instructions on how to use teachers-teachers.com and our hiring process click [here](#) and look under "Licensed School Personnel Positions."

How to apply: (Current CSD teacher)
Dates available for transfer request: 01/05/2015 - 01/09/2015 04:00 PM.

Apply NOW

5. After you click on "**Apply Now**", you are redirected to the Licensed Transfer Request Form page. Your personal information from Skyward will populate the form. Fill in any fields that are blank. When you are finished, check the agreement box at the bottom and click "Apply for Job."
- All information will be saved for future postings. Watch the website for additional transfer opportunities.

Submit Application: English Teacher 2015-16 - Hillcrest High
For questions, please email: Human Resources

You need to fill out the Licensed Transfer Request Form before you can apply for this posting. Please fill out the information below and click the button at the bottom of this page to apply for this posting.

Licensed Transfer Request: (Verify the information below then click submit)

Employee Name

First: *	JESSICA
Last: *	DEALBA

Cell Phone:

Home Phone:

Work Phone:

Current Location: *

Full Time Half Time

Address: (Please contact Human Resources to change your address)
Street: * [REDACTED]
City: * [REDACTED] State: * UT Zipcode: * [REDACTED]

Email Address: * Jessica.DeAlba@canyonsdistrict.org
Alternate Email: [REDACTED]

Current Subjects/Grade Level: * Elementary, 1st grade
Total Years Experience: * 1

License Area
 K-3 K-6 "1"-8
 Secondary
 Counselor Special Ed

College Major: * Elementary Ed
College Minor: * Dual Immersion

Endorsements as shown on your license:

What extra-curricular assignment(s) would you be capable of and willing to accept?:
[REDACTED]

Reason for requesting a transfer:
[REDACTED]

Agreement: By submitting this application I certify that all the information I have provided is correct and complete to the best of my knowledge. This request for transfer will be sent to your current principal, the Human Resources Department, and the administrator managing the posted position. If you have questions, please call Canyons District's

Please check here if you agree to the terms above

Apply For Job

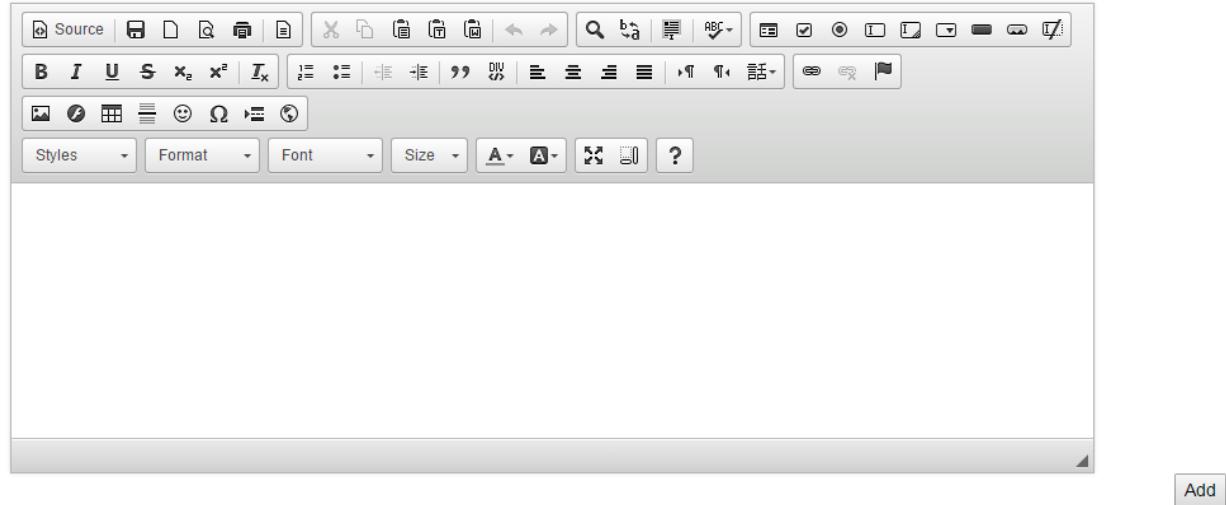


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6. You will then be able to cut and paste your resume into the next screen, or you can skip this step by clicking 'Add' at the bottom of the screen.

Please add your PDF below or cut and paste your resume into the provided form. Your original formatting and fonts should be retained. You can view your resume and make changes later. Click [HERE](#) to return to the home page and add your resume later. If you are using Internet Explorer 10 or less, you may have to click the box below to submit your file.

Resume: DEALBA, JESSICA



7. You have now successfully applied to transfer. Return to the 'Home' screen to view all the positions for which you have applied. If a principal selects you as a candidate, you will be contacted by the school to schedule your interview.
8. If you would like to withdraw your application for a position, contact Jessica DeAlba in HR for assistance.

Canyons School District
Department of Human Resources
Teacher Transfer FAQs

The “**Teacher Transfer Window**” opens no later than **March 10, 2021**. Internal applicants and candidates from the applicant pool will be considered for hire during this window. Each transfer position will be open for **three** working days beginning **March 10, 2021** through **April 9, 2021**. Transfer requests will be accepted until ten working days (**July 15, 2021**) prior to New Teacher Orientation and the postings will be open to transfers until the position is filled. (Dual Immersion, Elementary Title 1, Math and Science positions are the exception for the above dates as we are currently accepting transfer candidates for those positions.)

How do I apply to transfer?

Teachers applying for **advertised** positions must complete a Licensed Transfer Request online at www.canyonsdistrict.org. You will choose ‘Resources’- ‘Job Seekers’- ‘Licensed & Administrators’, login with your username and password (same as your email account), then click on ‘Read More’ on the job that you want to apply for. The link to the transfer application is at the bottom of the posting. You must have your application submitted no later than 4:00 p.m. on the day the position closes. **If you have issues with the application not going through and the application window is still open please contact the IT Help Desk at 801-826-5544.**

NOTE: Attaching a current resume is highly recommended.

Who receives my transfer request?

The Licensed Transfer Request, once submitted, will be sent electronically to the principal of the requested school, to your current principal notifying them of your request and to the Department of Human Resources.

How do I know if the principal received my transfer request?

You will be able to view online all the positions for which you have applied. If you have concerns contact Human Resources.

Am I guaranteed an interview?

During the “Teacher Transfer Window” the principal is required to interview a minimum of two qualified transfer candidate, if available.

Can I apply for more than one open position?

Yes. After a teacher has submitted their initial Licensed Transfer Request, the information will be saved in the system and can be submitted to future open positions.

When I submit a transfer request, do I lose the teaching position at my school?

No - your teaching position is not declared vacant until you accept a transfer.

I want to transfer, but I’m afraid my principal will be angry.

A principal doesn’t expect you to stay at the same school forever. Be honest with your principal and let him/her know that you’d like a change. It may be good to make changes periodically.

What should I do if I have been interviewed for a position and have not been notified if I have been selected? Should I continue to apply for other advertised positions?

After a principal has reached a decision and the teacher who was selected has accepted the position, other interviewees will be notified by the principal. As positions are closed they will be deleted from the web site. Continue to apply until you have accepted a transfer position or you decide to stay in your current position.

How do I know if I received the position?

After receiving authorization from the Department of Human Resources, the principal may extend a verbal offer to the candidate. Principals will notify those who have interviewed, but were not selected, in a timely fashion.