

Definition of Terms

Involuntary Transfers—Teachers and paraeducators who are required to transfer involuntarily to another school because their positions have been eliminated as a result of reduced staffing allocations at the school, based on changes in student enrollment and programs.

Teacher Transfer Job Fairs—Elementary, middle, and high school job fairs provide opportunities for teachers who are involuntary transfers, voluntary transfers, and those returning from leave to meet with school administrators/representatives to interview for vacancies in their schools.

Priority Placements—Teachers and paraeducators who are involuntary transfers and those who are due to return from leave.

MCPS Careers—online system for voluntary/involuntary transfers or those returning from leave to search/apply for jobs. Employees log in using their Outlook user name/password by going to the link for [MCPS Careers/Employment](#) from the MCPS homepage.

Return from Leave—Teachers and paraeducators due to return from a leave of absence who need to be assigned to a position in their area of certification, pending vacancies.

Voluntary Transfers—Teachers and paraeducators who volunteer to transfer to another school in their area of certification.

Hiring Manager—A hiring manager is the person responsible within MCPS for managing the vacant position and making the recommendation to hire a candidate to fill that position.

Requisition—a valid job vacancy or pool for future job opportunities.