

## FAQ # 2 – Applying and Interviewing for Positions

### **1. I am unassigned. What should I do next?**

**A:** You may apply to transfer to a vacant position when positions are posted from March 9th to March 14th. The Internal Job fair is open to all folks who are unassigned and or contract educators on March 14th.

### **2. Who is eligible to apply during the Internal Round and Job Fair?**

**A.** Any contract or third-year PAT bargaining-unit member may apply for a posted position. This includes Child Development Specialists, Student Services Specialists, Social Workers, or Audiologists, etc., who are in at least their third year of employment. See PAT/PPS Collective Bargaining Agreement, Article 18.6.3 and 18.6.4 for additional information.

*First- and second-year (probationary 1 and probationary 2), temporary\*, and PAT Substitute bargaining unit members are NOT eligible to apply in the Internal Transfer Round/Phase I unless they have been unassigned.*

### **3. Who is eligible to apply to internal vacancies after the Job Fair?**

**A.** Following the internal transfer process, any professional educator may apply for any posted vacancy except a professional educator who has accepted a voluntary transfer under the provisions of Sections 18.5.2 – 18.5.3. *Substitute teachers and temporary\* teachers are NOT eligible to apply in Phase II (General Internal).*

### **4. Who is eligible to apply during the External Round?**

**A.** All PAT bargaining-unit members, PPS substitutes, temporary teachers, and external applicants, including student teachers, may apply.

### **5. When will the internal vacancies be posted?**

**A.** The internal vacancies will be posted no later than March 9th 2026.

### **6. When will interviews take place? When is the Job Fair?**

**A:** There will NOT be a formal interview process like in years past. Educators will have the option to share assignment preferences once vacancies are posted by filling out the “Pre-Registration” form for the Job Fair. Please “Pre-Register” for the Job fair and indicate your preference for assignment, even if you do not plan to attend.

The 2025 Job Fair is set for Saturday, March 14th, 2026 at Marshall High School - 3905 SE 91st Avenue Portland, OR 97266. Time TBD.

### **7. When will the external vacancies be posted?**

**A:** A vacancy may be posted externally only when there are no unassigned unit members remaining who are properly licensed for such a position. If there are no remaining unassigned unit members, those vacancies will be posted externally as soon as they are known.

---

*\*A temporary educator (a substitute educator who has been assigned to a position for at least 45 days) may apply during the Internal process for that same position only. Other educators may also apply for this position during the internal round. A temporary position is one which is only available for a limited time, typically to cover a contract educator’s leave. Contract educators can apply for temporary positions but will likely be unassigned at the end of that position.*

**8. For which positions may I apply?**

**A:** Employees may apply for any position in which they are interested, as long as they apply in the appropriate Phase (see above). However, employees will be considered only for positions for which they are actively licensed.

**9. What if I apply for a position, then decide I am no longer interested in it?**

**A:** Within 48 hours of receiving notification of their SY26/27 placement or offers, employees must notify HR of their decision.

**10. If I take a job in another building, will I be able to maintain my current work schedule?**

**A:** Since buildings have different bell schedules, there is no guarantee you will have the same start and end time as your current work schedule. In the case of part-time schedules, negotiating with the administrator may be possible, within the other building constraints. Make sure you get the information you need before making a choice to accept an assignment.

**11. If I am unassigned, do I have a choice as to where I will end up?**

**A:** Only insofar as there is a qualified job available and you indicate your preferences on the "Pre-registration" form. Filling out a transfer application and applying for positions in the appropriate internal or external phase gives you access to the most assignment possibilities. Prepare for and treat the Job Fair seriously. Bring a copy of your resume. Share examples of your work that reflect your particular skills and what you have to offer.

**12. What happens if I am not selected during the Job Fair process?**

**A:** Human Resources will work with administrators who have remaining vacancies and members will be reassigned according to their seniority and licensure. Placements will be completed before the District posts for external applicants.

**13. Is it possible to be placed into a position different from my current subject area?**

**A:** Yes. Human Resources will consider all licenses and endorsements you hold in finding a placement.

**14. What if I do not like, or am not a good fit, for my new assignment?**

**A:** In general, due to the limited amount of resources in the District, once an employee is placed into a position, that is his or her assignment for the school year. All educators have the right to transfer once during the school year and an unassignment placement does NOT count as your one transfer (18.6.6).

**15. What if I have not been placed in an assignment and there are no remaining positions that match my licensure?**

**A:** The District will begin the layoff process. Layoffs will be made based on seniority and licensure. Within license areas in which layoff may occur, the District will first ask unit members who would not otherwise be laid off to voluntarily apply for a one-year leave of absence or retirement. The PAT/PPS Collective Bargaining Agreement provides specific procedures and rights in layoff and recall in Article 11.

**A SEPARATE FAQ ON LAYOFF ISSUES WILL BE DISTRIBUTED, IF NECESSARY,  
AT A LATER DATE**