


**ANAHEIM CITY SCHOOL DISTRICT**  
**Human Resources Department**  
*Office of the Assistant Superintendent*

**MEMO**

**DATE:** February 28, 2014  
**TO:** Principals  
**FROM:** Luis Camarena   
Assistant Superintendent, Human Resources  
**SUBJECT:** **GATE and Dual Language Immersion Staffing Process**

To better align GATE/GATE Cluster and Dual Language Immersion staffing with general education staffing, the following will be put into place in 2014 to prepare for the 2014-2015 school year:

1. Unit members make their personal staffing preferences for 2014-2015 known to principals by March 12, 2014 through the use of the Assignment Preference Survey Sheet.
  - Unit members may request Dual Language Immersion placement at current site if there are vacancies AND if the unit member currently holds a BCLAD.
  - Unit members may request GATE/GATE Cluster placement at current site if there are vacancies AND if the unit member currently holds a GATE certificate.
  
2. Positions Posted District-Wide
  - March 28, 2014 – Date by which a list of preliminary open positions are posted online for involuntary and voluntary transfers.
  - April 11, 2014 – Date by which an updated list of open positions is posted for involuntary and voluntary transfers.
  - April 15, 2014 – Date by which unit members submit transfer requests using the Request for Certificated Transfer Form.
    - Unit members interested in vacant GATE/GATE Cluster and/or DLI positions at other sites can submit a transfer request.
    - Unit members may request Dual Language Immersion transfer if the unit member currently holds a BCLAD.
    - Unit members may request GATE/GATE Cluster transfer if the unit member currently holds a GATE certificate.
  
3. If, after the staffing process (steps 1 and 2 above) is concluded, and GATE/GATE Cluster and DLI vacancies exist, those vacancies will be posted for all interested probationary and permanent teachers. DLI classes require BCLAD certification. If unit members are interested in vacant GATE/GATE Cluster classes but do not possess a GATE certificate, they may apply for the position along with the agreement to work on obtaining a GATE certificate during the 2014-2015 school year.

For information on classes for the GATE certificate, please contact GATE Coordinator, Shawna Derache at x4098 or [\(714\)517-7525](tel:7145177525).

## Transfer/reassignment

- by **Wed., March 12** submit preferences to admin
- **by Friday, March 14** tentative assignments known - that assignment can then be accepted [*let site administrator know of other preferences in case they become available prior to the EOY*]

OR

- member can elect to decline the tentative assignment and be an involuntary transfer [*tentative position is then released for others*]

OR

- member can elect to accept the tentative assignment and complete a voluntary transfer request when openings are known

**March 28 posting of open positions – *this will be updated through April 11***

## Transfer request forms due to DO by April 15

- To the extent possible, notification of transfer requests by **May 30** – *continue to look for new positions as per recent MOU up to ten (10) days prior to the start of respective tracks – new open positions will be posted for five (5) days*