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.