Application Process for Voluntary Transfers

Thank you for your interest in a voluntary transfer within SFUSD. We can only accept voluntary transfer applications through SFUSD’s online system, SearchSoft.

The Voluntary Transfer Process begins on May 6, 2011.

Step 1: Before You Apply
You will be asked for the following documents/information online:

- Credential/License information
- Resume
- Letter of intent/cover letter specific to the position for which you are applying

Step 2: Apply Online
- Visit www.sfusd.edu/jobs and click “Apply Now”
- Click the “Current teachers applying for an internal transfer click here” link
- Create a new account (or log in if you already have an account)
- Complete your application

Please note the following requirements:
1. Cover letter for each specific position for which you apply

   Applicants should upload each individual cover letter on the “Attachments” page of the online application. We recommend that applicants review the school site’s website and SARC, then describe why they would like to work there.

2. Responses to three short answer questions

   Applicants should respond to the following questions on the “Short Answer Questions” page:
   a. Describe how you use student performance data in developing, delivering and assessing your instruction.
   b. Describe the knowledge, skills and abilities you possess which make you a strong candidate.
   c. Describe a specific success you have achieved during your time teaching with SFUSD.

Step 3: After You Apply
Once your application is submitted, SFUSD Recruitment will review your qualifications.

- You will be invited for an interview for each position for which you are appropriately credentialed.
- Log in to your application periodically to apply for new positions as they are posted. You should also be sure to update your application with any changes.