

## Open Position Interview Period

All teachers and paraprofessionals are able to participate in the Open Position Interview Period. Schools that have open positions will be able to interview and select teachers and paraprofessionals with their Personnel Selection Committee as outlined in the CBA. School Personnel Selection Committees will work together to determine when to conduct interviews.

- Teachers and paraprofessionals that are Necessary Transfers will be notified in writing by HR the week of May 19.
- Open Position List will be available on the CTU website on Monday, May 19.
- Interest to Interview Forms and Personnel Selection Committee forms will be updated and sent out by Monday, May 19.
- Open Position Interview Period will open on Wednesday, May 21. No interviews or selections can be made before May 21.
- A Job Fair will be held on Monday, June 2 at Lincoln West (more details to follow soon).
- All teachers and paraprofessionals are eligible to interview for any open position. There is no Voluntary List. Several years ago under an older CBA, teachers and paraprofessionals had to give notice that they were seeking or might seek a voluntary transfer (that is so that the Open Position List could be snail mailed to your home). Since Open Position List is online it is no longer necessary to have a list of people that are interested in seeking a Voluntary Transfer.
- Anyone who is identified as a Necessary Transfer and does not interview or is not selected (still has a position in CMSD) and will be assigned a school by the CEO (or designee) and notified of assignment by July 28.
- The Open Position Interview Period will run from May 21 – July 3. Interviews and selections can continue throughout the OPI Period. All selections and acceptances from teachers and paraprofessionals will be due to HR by Thursday, July 3 at 4:30 pm.
- When Personnel Selection Teams choose to hire/select a teacher or paraprofessional, the School Personnel Selection Teams will have to sign and submit their Selection Form to their HR Partner. Teachers and paraprofessionals who are selected/hired by a school also have to notify Human Resources of their acceptance of the position via email at [humanresourcesinbox@clevelandmetroschools.org](mailto:humanresourcesinbox@clevelandmetroschools.org).