

**Critical Dates**  
**2022-23 (DRAFT)**

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|--|---|--|
| <b>FTE Enrollment/Staffing</b>   | August 8<br>September 1<br>October 1<br>January 2   | <ul style="list-style-type: none"> <li>• 1st Day of School</li> <li>• 10th Day Count</li> <li>• USBE CACTUS Report</li> <li>• Semester Enrollment Review</li> </ul>  |
| <b>Educator Licensing Renewal</b>  | November<br>January<br>March<br>April   | <ul style="list-style-type: none"> <li>• Educators receive HR reminders at least four (4) times per contract year.</li> <li>• The April reminder letter requires a supervisor and educator signature.</li> </ul>   |
| <b>Associate Educator License (AEL)</b>  | 30 days after student instruction begins  | <ul style="list-style-type: none"> <li>• AEL educators meet with an HR Administrator to discuss the Professional Learning Plan (PLP)</li> </ul>  |
| <b>Early Resignation/Retirement Notification Incentive</b>   | December 15<br>January 15<br>February 15  | <ul style="list-style-type: none"> <li>• \$500</li> <li>• \$300</li> <li>• \$200</li> </ul>  |
| <b>Hard to Fill Positions</b>  | January 2   | <ul style="list-style-type: none"> <li>• Administrators may begin to post and fill Critical Need/Hard to Fill positions.</li> </ul>  |
| <b>January Hires AND Associates (AEL) Student Interns LEA- Specifics 1-Year Grant Positions (BTS, CARES)</b>   | January - May   | <ul style="list-style-type: none"> <li>• All employee classifications on the left are temporary positions and must reapply annually for a position.</li> <li>• Schools with educators who hold an underqualified license (AEL, LEA- Specific) will receive an Underqualified Educator Employment Status form for each educator Feb 1. Principals will submit the form to their AOS to request that the educator's contract be renewed for the 23-24 school year.</li> </ul>  |
| <b>Provisional Non-Renewals &amp; Status Extensions</b>  | February 3 - 25   | <ul style="list-style-type: none"> <li>• Requests are to be submitted to your respective AOS for approval, then forwarded to HR.</li> <li>• Principals meet with and notify teachers on or before Feb 25</li> </ul>  |
| <b>FTE v2.0 Projections</b>  | February 10 (approximately)   | <ul style="list-style-type: none"> <li>• See Data Dashboard</li> </ul>   |
| <b>Teacher Transfer Fair and Internal Transfer Opportunities (Feb 01- Feb 28)</b>  | February 13 -In person<br>Time: 4:30-6:00 pm<br>Location: West Jordan Middle Elementary & Secondary | <ul style="list-style-type: none"> <li>• Principals are required to attend. If you have a special circumstance, please discuss reason with the respective AOS.</li> <li>• Superintendent Godfrey will meet with JSD Student Teachers and Interns.</li> <li>• ID badges are required for Fair entrance. AEL, LEA-Specific and Jan Hires are not eligible for transfer at this time, unless the position is a Critical Need/Hard to Fill.</li> </ul>   |
| <b>Reduction in Staff</b>  | February 27 -soft deadline  | <ul style="list-style-type: none"> <li>• Requests are submitted to the respective AOS for approval, then forwarded to HR.</li> <li>• Follow DP327-NEG Reduction in Licensed Staff</li> <li>• See AdminOnly - RIS Presentation for details.</li> </ul>  |
| <b>General Hiring for 2022-2023</b><br><br>Position advertisements for all positions not filled during the earlier transfer window will be advertised on the HR Website.<br><a href="http://Employment.jordandistrict.org">Employment.jordandistrict.org</a> | March 1   | <ul style="list-style-type: none"> <li>• All hiring will be submitted in Frontline</li> <li>• From March 1-June 1 at least 2 transfer candidates must be interviewed (if available) for open positions at the school. DP 304 NEG-Teacher Transfers</li> <li>• Positions must be posted for 5 days.</li> <li>• Underqualified (Associate/LEA-Specific) candidates may be approved for hire starting May 1</li> <li>• All temporary positions (Interns, January Hires, Underqualified Associate/LEA-Specific) will be posted by HR after March 1.</li> </ul> |
| <b>Transfer Window for 2022-2023</b>   | July 31   | <ul style="list-style-type: none"> <li>• The transfer window closes 10 days prior to New Teacher Induction.</li> </ul>   |
| <b>Teacher Job Share Proposals</b>   | June 5  | <ul style="list-style-type: none"> <li>• Submit to your respective AOS and HR.</li> </ul>  |