

**Critical Dates(DRAFT)  
 2021-22**

<b>FTE Enrollment/Staffing</b>	<b>1st/14th Day of School October 1 January 3</b>	<ul style="list-style-type: none"> <li>• 1st and 14th day enrollment counts.</li> <li>• FTE Audits begin in September.</li> </ul>
<b>Educator Licensing Renewal</b>	<b>November January March April</b>	<ul style="list-style-type: none"> <li>• Educators receive HR reminders at least four (4) times per contract year regarding license expiration.</li> <li>• The April reminder letter requires a supervisor and educator signature.</li> </ul>
<b>Associate License (AEL)</b>	<b>30 days after working with students</b>	<ul style="list-style-type: none"> <li>• Meet with HR for Draft Professional License Plan (PLP).</li> </ul>
<b>Early Resignation/Retirement Notification Incentive</b>		<ul style="list-style-type: none"> <li>• \$500 on/before December 15</li> <li>• \$300 on/before January 15</li> <li>• \$200 on/before February 15</li> </ul>
<b>Hard to Fill Positions</b>	<b>January 3</b>	<ul style="list-style-type: none"> <li>• Begin to fill Critical Need/Hard to Fill positions.</li> </ul>
<b>January Hires Under-Qualified</b>	<b>January - May</b>	<ul style="list-style-type: none"> <li>• January and Underqualified Hires are temporary positions and must reapply for their positions. ( ARL, APT, AEL, LEA-Specific, Associate and Grant funded one year contracts)</li> </ul>
<b>Provisional Non-Renewals &amp; Status Extensions</b>	<b>February 2</b>	<ul style="list-style-type: none"> <li>• Requests are submitted to your Area Administrator of Schools.</li> <li>• Notify teachers on or before Feb 25</li> <li>• Considerations made for special circumstances.</li> </ul>
<b>FTE v2.0 Projections</b>	<b>Approximately Feb 10</b>	<ul style="list-style-type: none"> <li>• See Data Dashboard</li> <li>• Please enter your hiring data in real time.</li> </ul>
<b>Teacher Transfer Fair and Internal Transfer Opportunities (Feb 01- Feb 28)</b>	<b>February 17 Time: 4-6:30 pm Location: Elk Ridge Middle Elementary &amp; Secondary</b>	<ul style="list-style-type: none"> <li>• For current JSD employees.</li> <li>• Must bring ID badge.</li> <li>• The following may attend, but are not eligible for transfer: Interns, January Hires, and Temporary Employees due to underqualified (associate) licensure.</li> </ul>
<b>Reduction in Staff</b>	<b>February 25</b>	<ul style="list-style-type: none"> <li>• Requests are submitted to the Administrator of Schools</li> <li>• P327-NEG Reduction in Licensed Staff</li> </ul>
<b>General Hiring &amp; Transfer Window for 2021-22</b>  Position advertisements for all positions not filled during the earlier transfer window will be advertised on our the HR Website.	<b>March 1</b>	<ul style="list-style-type: none"> <li>• All hiring will be submitted through 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 2</li> <li>• 1 year temporary employees (Interns, January Hires, Underqualified Associate/LEA-Specific) positions are considered "open" and MUST be re-posted after March 1.</li> <li>• The transfer window closes 10 days prior to New Teacher Induction. (Date TBD)</li> </ul>
<b>Teacher Job Share Proposals</b>	<b>June 7</b>	<ul style="list-style-type: none"> <li>• Submit to your Administrator of Schools and HR.</li> </ul>