

CRITICAL DATES 2019-20

FTE Enrollment/Staffing	1st/14th Day of School October 1 January 2	<ul style="list-style-type: none"> • 1st and 14th day enrollment counts. • FTE Audits begin in September.
HR Trainings	October 17 December 12 January 22 February 20	<ul style="list-style-type: none"> • Employee Health & Wellness • Leading for a Respectful Environment • Hiring/K12 Job Spot (Teachers-Teachers) • Reasonable Suspicion-Drug and Alcohol
Educator Licensing & Letters of Authorization	November 8 January 14 March 11 April 22	<ul style="list-style-type: none"> • Educators are reminded by HR at least four (4) times each contract year regarding license expiration. • Educators with an LOA are required to show their supervisor adequate progress by Feb.1 to facilitate staffing decisions. • The April reminder letter requires a supervisor and educator signature.
Early Resignation/Retirement Notification Incentive		<ul style="list-style-type: none"> • \$500 on/before December 15 • \$300 on/before January 15 • \$200 on/before February 15
Hard to Fill Positions Open on:	January 2	
January Hires	January - May	<ul style="list-style-type: none"> • January Hires are Temporary and must reapply for their position.
Provisional Non-Renewals & Status Extensions	February 11	<ul style="list-style-type: none"> • Requests are submitted to your Area Administrator of Schools. • Teachers notified on or before February 18
FTE v.2.0 Projections	Approximately February 11	<ul style="list-style-type: none"> • Use 2.0 projections to determine staffing need(s).
Teacher Transfer Fair & Transfer Window (Feb 19 – Feb 28): <ul style="list-style-type: none"> • For current JSD employees. • Must bring ID badge • The following may attend, but are not eligible for transfer: Interns, January Hires, and Temporary Employees due to inadequate licensure. 	February 19, 2020 Elk Ridge Middle School Time - TBD Elementary & Secondary	Tentative
Reduction in Staff (RIS)	March 1 (Tentative)	<ul style="list-style-type: none"> • Requests are submitted to your Area Administrator. • DP327-NEG Reduction in Licensed Staff
General Hiring & Transfer Window for 2019-20 Position advertisements for all positions not filled during the earlier transfer window will be advertised on K12jobspot (Teachers-Teachers)	March 1	<ul style="list-style-type: none"> • All hiring documents on AdminOnly & sent via newhire@jordandistrict.org • From March 1-June 1 at least 2 transfer candidates must be interviewed (<i>if available</i>) for open positions at the school. Must interview all Highly Effective RIS • Positions must be posted 5 days. • Underqualified candidates may be approved for hired after May 1 • Temporary employees (<i>Interns, January Hires, Underqualified</i>) positions are considered “open” and MUST be re-posted after March 1. • The transfer window closes 10 days prior to New Teacher Induction.
Job Share Proposals for 2019-20	May 15	<ul style="list-style-type: none"> • Submitted to your Administrator of Schools and HR
FTE Staff Reports for 2019-20	June 12	<ul style="list-style-type: none"> • Submit to Planning & Student Services (<i>Travis</i>)