

CRITICAL DATES

2016-17

FTE Enrollment/Staffing	1st/10th Day of School October 3, 2016 January 2, 2017	<ul style="list-style-type: none"> • 1st and 10th day enrollment counts. • FTE Audits begin in September.
HR Trainings	October 13, 2016 January 25, 2017 February 9, 2017	<ul style="list-style-type: none"> • P/T Employee Hiring Changes & Evaluations • Hiring • Teachers-Teachers.com
Educator Licensing & Letters of Authorization	November 4 January 20 March 10 May 1	<ul style="list-style-type: none"> • Educators receive at least five (5) times each contract year regarding license expiration. (4x by HR, 1x by USOE) • Educators with an LOA are required to show their supervisor adequate progress by Feb.1 to facilitate staffing decisions. • The May (4th Expiring License letter) letter requires a supervisor and educator signature.
January Hires	January 2, 2017	<ul style="list-style-type: none"> • January Hires are Temporary Employees and the position is considered “open” and MUST be re-posted. The employee must reapply for their position. They are not eligible for transfers. • Title I & Critical Needs hiring begins
Provisional Non-Renewals & Status Extensions	February 27, 2017	<ul style="list-style-type: none"> • Requests are submitted to your Area Administrator. • Teachers notified on or before March 11, 2016.
FTE v.2.0 Projections	Approximately March 13, 2017	<ul style="list-style-type: none"> • Use 2.0 projections to determine staffing need(s).
Staffing Needs - Licensed	March 17, 2017	<ul style="list-style-type: none"> • Submitted to HR by 12pm. via newhire@jordandistrict.org
Teacher Transfer Fair	March 20, 2017	<p>Elementary Transfer Fair held at Jordan Hills 4:30-6:00pm. Secondary Transfer Fair held at Riverton High 4:00-6:00pm.</p> <ul style="list-style-type: none"> • For Current JSD employees. • Teachers on probation or January hires are not eligible for teacher transfers.
Reduction in Staff (RIS)	March 31, 2017	<ul style="list-style-type: none"> • Requests are submitted to your Area Administrator. • DP327-NEG Reduction in Licensed Staff
Position Advertisements	March 31, 2017	<ul style="list-style-type: none"> • For all positions not filled by a transfer.
General Hiring for 2017-18	April 3, 2017	<ul style="list-style-type: none"> • All hiring documents on AdminOnly & sent via newhire@jordandistrict.org
Teacher Transfers	General Transfer Window April 3-June 1	<ul style="list-style-type: none"> • March 1 – Transfer requests open in Employee Access & schools begin posting for transfer positions. • March 20-March 31 @ 5pm – Teacher Transfer window. • From April 1-June 1 at least 2 transfer candidates must be interviewed (if available) for open positions at the school. • Positions must be posted 5 days. • The transfer window closes 10 days prior to New Teacher Induction.
Job Share Proposals	May 12, 2017	<ul style="list-style-type: none"> • Submitted to your Area Administrator.
FTE Staff Reports for 2016-17	June 14, 2017	<ul style="list-style-type: none"> • Submit to HR (Travis)