

CRITICAL DATES 2017-18

FTE Enrollment/Staffing	1st/14th Day of School October 2 January 2	<ul style="list-style-type: none"> • 1st and 14th day enrollment counts. • FTE Audits begin in September (Digital sign-up will be sent out by Aug. 18)
HR Trainings	October 5 January 11 February 22	<ul style="list-style-type: none"> • Investigations • Hiring Best Practices • Teachers-Teachers.com
Educator Licensing & Letters of Authorization	November 7 January 19 March 9 April 20	<ul style="list-style-type: none"> • Educators receive five (5) notifications 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	<ul style="list-style-type: none"> • January hires are Temporary Employees (see Position Advertisements section below) • Title I & Critical Needs hiring begins
Provisional Non-Renewals & Status Extensions	February 5	<ul style="list-style-type: none"> • Requests are submitted to your Administrator of Schools. • Teachers notified on or before Feb 16
FTE v.2.0 Projections	Approximately February 12	<ul style="list-style-type: none"> • Use 2.0 projections to determine staffing need(s). • Submit by 12pm to travis.hamblin@jordandistrict.org
Teacher Transfer Fair	February 20 Transfer Fair Window Feb. 20 – Feb. 28	<p>Elementary Transfer Fair held at Columbia 4:30-6:00pm. Secondary Transfer Fair held at Elk Ridge 4:00-5:30pm.</p> <ul style="list-style-type: none"> • For current JSD employees • The following are not eligible for transfers: Interns, Jan. Hires, and Temp. Employment Agreements. • Feb 1 – Transfer requests open in Employee Access & schools begin posting for transfer positions.
Reduction in Staff (RIS)	March 1	<ul style="list-style-type: none"> • Requests are submitted to your Administrator of Schools • DP327-NEG Reduction in Licensed Staff
Position Advertisements	March 1	<ul style="list-style-type: none"> • For all positions not filled at Transfer Fair • Temporary Employees' (Interns, Jan. Hires, Underqualified) positions are considered "open" and MUST be re-posted. The employee must reapply for their position. They are not eligible for transfer.
General Hiring for 2017-18	March 8	<ul style="list-style-type: none"> • All hiring documents on AdminOnly & sent via newhire@jordandistrict.org • Underqualified candidates can be hired on May 1
Teacher Transfers	Transfer Window March 1 - June 1	<ul style="list-style-type: none"> • From March 1-June 1 at least 2 transfer candidates must be interviewed (<i>if available</i>) 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 14	<ul style="list-style-type: none"> • Submit to your Administrator of Schools
FTE Staff Reports for 2017-18	June 15	<ul style="list-style-type: none"> • Submit to Planning and Student Services (Travis)
Early Resignation Incentive		<ul style="list-style-type: none"> • \$500 on/before December 15 • \$300 on/before January 15 • \$200 on/before February 15