

CRITICAL DATES 2018-19

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 25 January 10 February 14	<ul style="list-style-type: none"> • Valuing Diversity • RIS, Non-Renewal, & Employee Discipline • Effective Hiring Practices
Educator Licensing & Letters of Authorization	November 9 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
Known Vacancies & Hard to Fill Positions	December 1	<ul style="list-style-type: none"> • Must be verified and approved positions to advertise/hire (AOS & HR) prior to advertising • Refer to the Hard to Fill/Critical Need Report
January Hires	January - May	<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.
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 19
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 Fairs & Transfer Window (Jan. 14 – Feb. 28):	January 14, 2019 WJHS 12-6 p.m. Elementary & Secondary	February 21, 2019 CHHS 4:00-6:00 p.m. Secondary Only
<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 20, 2019 FHMS 4:30-6:30 p.m. Elementary Only	March 28, 2019 RHS 4:30-6:00 p.m. Elementary & Secondary
Reduction in Staff (RIS)	March 1	<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	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 2018-19	May 14	<ul style="list-style-type: none"> • Submitted to your Administrator of Schools and HR
FTE Staff Reports for 2018-19	June 14	<ul style="list-style-type: none"> • Submit to Planning & Student Services (<i>Travis</i>)