



June LeMaster, Ph.D., Administrator, Human Resources

CRITICAL DATES 2019-20

Provisional Non-Renewals & February 10 Requests are submitted to your Area Administrator of Schools. Teachers notified on or before February 18	FTE Enrollment/Staffing	1st/14th Day of School	• 1st and 14th day enrollment counts.
HR Trainings October 17 December 12 January 22 February 20 Educator Licensing & Letters of Authorization Educator Licensing & Letters of Authorization Educator Licensing & Letters of Authorization Early Resignation/Retirement Notification Incentive Early Resignation/Retirement Notification Incentive February 20 February 20 Early Resignation/Retirement Notification Incentive February 20 February 30 February 4 March 2 February 50 February 50 February 6 February 10 February 10 February 10 Teacher Transfer Fair & February 19 Transfer Window (Feb 19 – Feb 28) February 19 February 19 February 19 February 19 February 28 February 30 February 28 February 28 February 28 February 30 February 30 February 4 February 8 February 8 February 8 February 9 February 9 February 10 February 19 F			• <u>FTE Audits</u> begin in September.
December 12 January 22 February 20 Reasonable Suspicino-Drug and Alcohol		•	
Leducator Licensing & Letters of Authorization	HR Trainings		• Employee Health & Wellness
February 20 Reasonable Suspicion-Drug and Alcohol			
Educator Licensing & Letters of Authorization November 8 January 14 March 11 April 22 Early Resignation/Retirement Notification Incentive Notification Incentive Early Resignation/Retirement Notification Incentive Danuary 4 February 10 February 1		•	
Authorization January 14 March 11 April 22 Early Resignation/Retirement Notification Incentive Provisional Non-Renewals & Status Extensions February 10 February 10 Teacher Transfer Fair & Transfer Window (Feb 19 – Feb 28) Reduction in Staff (RIS) Reduction in Staff (RIS) Reduction in Staff (RIS) January 2 January 10 Sequests are submitted to your Area Administrator. Provisional Non-Renewals & Secondary February 10 F	Educator Licensing & Letters of	•	
March 11 April 22 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.		- 10 10	
Staffing decisions			
Early Resignation/Retirement Notification Incentive Provisional Non-Renewals & Status Extensions February 10 Teacher Transfer Fair & Transfer Window (Feb 19 – Feb 28) Transfer Window (Feb 19 – Feb 28) Reduction in Staff (RIS) Reduction in Staff (RIS) Reduction in Staff (RIS) February 28 February 28 Provisional Hirring & Transfer Window for 2019-20 Regitting advertisements for all positions at the following may attend, but are not eligible for capen passition and the provision of the		April 22	
Solition and provided the secondary of the fill Position of the secondary of the secondar			 The April reminder letter requires a supervisor and
Notification Incentive \$300 on/before January 15 \$200 on/before February 10 \$200 on/before February 10 \$200 on/before February positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before February 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for fill positions. \$200 on/before february 10 separate for their positions. \$200 on/before february 10 separate for their positions. \$200 on/befo		Ballion Control	
Segon on/before February 15			
January Hires January - May January Hires are temporary positions and must reap for their position.	Notification Incentive		•
Provisional Non-Renewals & February 10 Requests are submitted to your Area Administrator of Schools. Teachers notified on or before February 18	Hard to Fill Positions	January 2	Begin to fill Critical Need/Hard to Fill positions.
Requests are submitted to your Area Administrator of Schools.	January Hires	January - May	January Hires are temporary positions and must reapply
Schools			•
FTE v.2.0 Projections Approximately February 10 Teacher Transfer Fair & February 19, 2020 Elk Ridge Middle School 4:00-6:30pm Elementary & Secondary February 28 Reduction in Staff (RIS) February 28 February 28 Requests are submitted to your Area Administrator. DP327-NEG Reduction in Licensed Staff March 2 Position advertisements for all positions not. Position advertisements for all positions not.		February 10	
Teacher Transfer Fair & February 19, 2020 Elk Ridge Middle School 4:00-6:30pm Elementary & Secondary Reduction in Staff (RIS) February 28 General Hiring & Transfer Window for 2019-20 Position advertisements for all positions act. February 19, 2020 Elk Ridge Middle School 4:00-6:30pm	Status Extensions		
Transfer Window (Feb 19 – Feb 28) Elk Ridge Middle School 4:00-6:30pm Elementary & Secondary February 28 Reduction in Staff (RIS) February 28 Requests are submitted to your Area Administrator. DP327-NEG Reduction in Licensed Staff General Hiring & Transfer Window for 2019-20 Resition advertisements for all positions not	FTE v.2.0 Projections	~ ~ ~	• Use 2.0 projections to determine staffing need(s).
4:00-6:30pm Elementary & Secondary The following may attend, but are not eligible for transfer: Interns, January Hires, and Temporary Employees due to inadequate licensure. Reduction in Staff (RIS) February 28 Requests are submitted to your Area Administrator. DP327-NEG Reduction in Licensed Staff General Hiring & Transfer Window for 2019-20 Position educations not	Teacher Transfer Fair &		
Reduction in Staff (RIS) February 28 Requests are submitted to your Area Administrator. DP327-NEG Reduction in Licensed Staff General Hiring & Transfer Window for 2019-20 Position advantisements for all positions not	Transfer Window (Feb 19 – Feb 28)		
General Hiring & Transfer Window for 2019-20 Position advertisements for all positions not March 2 March 2 All hiring documents on AdminOnly & sent via newhire@jordandistrict.org From March 1-June 1 at least 2 transfer candidates me be interviewed (if available) for open positions at the			transfer: Interns, January Hires, and Temporary
DP327-NEG Reduction in Licensed Staff General Hiring & Transfer Window for 2019-20 Position advertisements for all positions not ODP327-NEG Reduction in Licensed Staff All hiring documents on AdminOnly & sent via newhire@jordandistrict.org From March 1-June 1 at least 2 transfer candidates m be interviewed (if available) for open positions at the			
Window for 2019-20 newhire@jordandistrict.org From March 1-June 1 at least 2 transfer candidates me be interviewed (if available) for open positions at the	Reduction in Staff (RIS)	February 28	
• From March 1-June 1 at least 2 transfer candidates m be interviewed (if available) for open positions at the		March 2	
Position advertisements for all positions not	Window for 2019-20		
	Position advertisements for all positions not		be interviewed (if available) for open positions at the
filled during the earlier transfer window Positions must be posted 5 days	filled during the earlier transfer window		school. Must interview all Highly Effective RIS • Positions must be posted 5 days
			 Positions must be posted 3 days. Underqualified candidates may be approved for hired
after May 1	reachers.com.		after May 1
 Temporary employees (Interns, January Hires, Undergualified) positions are considered "open" and 			 Temporary employees (<i>Interns, January Hires, Underqualified</i>) positions are considered "open" and
MUST be re-posted after March 1.			MUST be re-posted after March 1.
The transfer window closes 10 days prior to New Tea Induction.			The transfer window closes 10 days prior to New Teacher Induction.
Job Share Proposals for 2020-21 May 15 • Submitted to your Administrator of Schools and HR		May 15	Submitted to your Administrator of Schools and HR
FTE Staff Reports for 2020-21 June 12 • Submit to Planning & Student Services (Travis)	FTE Staff Reports for 2020-21	June 12	Submit to Planning & Student Services (Travis)