

**Critical Dates
 2021-22**

FTE Enrollment/Staffing	1st/14th Day of School October 1 January 3	<ul style="list-style-type: none"> • 1st and 14th day enrollment counts. • FTE Audits begin in September.
Educator Licensing Renewal	November January March April	<ul style="list-style-type: none"> • Educators receive HR reminders at least four (4) times per contract year regarding license expiration. • The April reminder letter requires a supervisor and educator signature.
Associate License (AEL)	30 days after working with students	<ul style="list-style-type: none"> • Meet with HR for Draft Professional License Plan (PLP).
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	January 3	<ul style="list-style-type: none"> • Begin to fill Critical Need/Hard to Fill positions.
January Hires Under-Qualified	January - May	<ul style="list-style-type: none"> • January and Underqualified Hires are temporary positions and must reapply for their positions. (ARL, APT, AEL, LEA-Specific, Associate and Grant funded one year contracts)
Provisional Non-Renewals & Status Extensions	February 2	<ul style="list-style-type: none"> • Requests are submitted to your Area Administrator of Schools. • Notify teachers on or before Feb 25 • Considerations made for special circumstances.
FTE v2.0 Projections	Approximately Feb 10	<ul style="list-style-type: none"> • See Data Dashboard • Please enter your hiring data in real time.
Teacher Transfer Fair and Internal Transfer Opportunities (Feb 01- Feb 28)	February 15 Time: 4-6:30 pm Location: Elk Ridge Middle Elementary & Secondary	<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 underqualified (associate) licensure.
Reduction in Staff	February 25	<ul style="list-style-type: none"> • Requests are submitted to the Administrator of Schools • P327-NEG Reduction in Licensed Staff
General Hiring & Transfer Window for 2021-22 Position advertisements for all positions not filled during the earlier transfer window will be advertised on our the HR Website.	March 1	<ul style="list-style-type: none"> • All hiring will be submitted through Frontline • From March 1-June 1 at least 2 transfer candidates must be interviewed (if available) for open positions at the school. DP 304 NEG-Teacher Transfers • Positions must be posted for 5 days. • Underqualified (Associate/LEA-Specific) candidates may be approved for hire starting May 2 • 1 year temporary employees (Interns, January Hires, Underqualified Associate/LEA-Specific) positions are considered "open" and MUST be re-posted after March 1. • The transfer window closes 10 days prior to New Teacher Induction. (Date TBD)
Teacher Job Share Proposals	June 7	<ul style="list-style-type: none"> • Submit to your Administrator of Schools and HR.