

Upcoming Events and Opportunities

Valued Licensed Employee:

The Human Resource Department is contacting you with important information regarding upcoming events and opportunities.

LICENSE RENEWAL

Teachers and other educators whose license will expire on June 30, 2020, are encouraged to begin the license renewal process **IMMEDIATELY** by going to the USBE website <https://secure.utah.gov/clr/welcome.html>. Personal letters regarding license renewal information have already been sent out. Keep in mind that there is no background cost to the employee.

EARLY NOTIFICATION (Resignation/Retirement)

Employees resigning/retiring at the end of the current contract year that gives official early notification of resignation/retirement will be eligible for a tiered incentive. To qualify, the notification must be submitted online **on or before** the following dates:

- **December 15, 2019** **\$500.00**
- **January 15, 2020** **\$300.00**
- **February 15, 2020** **\$200.00**

The incentive will be paid on the last regular paycheck. Notifications of resignation/retirement received after the dates listed above will not qualify for an incentive. The official District resignation/retirement notification form is found in Skyward Employee Access under Task Processes. Please see District policy DP318 for more detailed information regarding resignations. If you do not know your Skyward username or password please contact the Help Desk at 801.567.8737.

TEACHER TRANSFER FAIRS

The dates of the Teacher Transfer Fairs below are for current Jordan School District teachers seeking a new teaching opportunity! The transfer fair will be combined for both elementary and secondary teachers. Please have copies of your resume available to distribute. Your JSD ID badge is required. Come explore your options!

Transfer Fair
Elementary and Secondary
February 19, 2020
Elk Ridge Middle School (gym)
3659 9800 S,
South Jordan, UT 84009
4:00-6:30 p.m.

TEACHER HIRING & TRANSFER TIMELINE

Schools who have “hard to fill” or “known vacancies” for 2020-2021, may advertise those positions immediately by contacting HR. These positions will be posted for a minimum of five working days before hiring.

- ◆ “Hard to fill openings” include math, special education, psychologists, SLP’s, DLI, physics, chemistry, biology, earth systems, integrated science, agriculture, computer programming, health science, auto & diesel technology, Title 1, engineering, and business.
- ◆ February 19-February 28 Teacher Transfer Fair & Early Transfer Window
- ◆ March 2, 2020- General Hiring & Transfer Window