7387 S. Campus View Drive • West Jordan, UT 84084 Jordan School District Resources U Critical HR Dates PHONE: 801-567-8150 • FAX: 801-567-8056 http://employment.jordandistrict.org June LeMaster, Ph.D., Administrator, Human Resources 2024-202 DRAFT August 1 - Transfer Window for 2024-2025 closes. August 9 - New Educator Induction - In Person Session - 8:30-2:30 PM - Bingham High School AUGUST August 12-30 - Notify educators of evaluation August 15 - JSD Job Fair - 6-7:30 PM - Copper Hills High School August 21 - FTE Enrollment/Staffing - 1st Day of School 30 days after student instruction begins. - Associate Educator License (AEL) - AEL Educators meet with HR Specialists to discuss the Professional Learning Plan (PLP) by appointment. August 30 - JPAS delegation list due to Rebecca Lee DECEMBER SEPTEMBER OCTOBER NOVEMBER November - Educator October 1 - FTE September 1 - FTE December 15 - Licensed Licensing Renewal -Enrollment/Staffing -Enrollment/Staffing -Early Educators will receive **USBE CACTUS Report** Resignation/Retirement 10th Day Count 1st HR reminder. October 31 - Beginning of Notification Incentive - \$500 FTE Audits with HR December 20 - Provisional the year JPAS interims **Temporary Agreements** and probationary first due. Due evaluation cycle due. January - Educator Licensing Renewal - Educators will receive 2nd HR reminder. January 2- FTE Enrollment/Staffing - Semester Enrollment Review JANUARY January 2 - Hard to Fill Positions - Administrators may begin to post and fill Critical Need/Hard to Fill positions, ie. SpEd, Math, Science, some CTE, DLI and support services. January 15 - Licensed Early Resignation/Retirement Notification Incentive - \$300 January - May - January Hires AND Associates (AEL), Student Interns, LEA- Specifics, 1-Year Grant Positions (BTS, CARES) • All employee classifications above are temporary positions and must reapply annually for a position. January 27 - JSD Job Fair - 6-7:30 PM - Riverton High School February 3 - Schools with educators who hold an underqualified license (AEL, LEA- Specific) will FEBRUARY receive an Underqualified Educator Employment Status form for each educator Feb 1. Principals will submit the form to their AOS to request if they want the educator's contract to be renewed for the 25-26 school year. February 3-27 - Provisional Non-Renewals & Status Extensions - Requests are to be submitted to your respective AOS for approval, then forwarded to HR. Principals meet with and notify teachers on or before Mar 31 February 9 (approximately) - FTE v2.0 Projections February 15 - Licensed Early Resignation/Retirement Notification Incentive - \$200 February 24 - Teacher Transfer Fair and Internal Transfer Opportunities (Feb 1-28) • February 24 - In person • Time: 4:30-6:00 pm o Location: Bingham High • Elementary & Secondary February 27 - Reduction in Staff - Requests are submitted to the respective AOS for approval, then forwarded to HR. Follow DP327-NEG Reduction in Licensed Staff. See AdminOnly - RIS Presentation for details. MARCH APRIL MAY JUNE May 1 - New UQ candidates April -Educator Licensing March - Educator (Associate/LEA-Specific) may Renewal - Educators will • June 6 - Teacher Job Licensing Renewal be approved for hire. receive 4th and final HR Share Proposals - Submit Educators will receive 3rd May 2 - Special Calendars letter. Requires supervisor to your respective AOS HR reminder. Due to HR signature. and HR. March 1 - General Hiring May 31 - all end of year April 30 - Last day full for 2024-2025 interims due JPAS evaluations may be March 31- All Full JPAS May 31 - all Contracted ESP completed for late hires. evaluations due. evaluations due.

Jordan School District **Uman** Resources Critical Dates 7387 S. Campus View Drive • West Jordan, UT 84084 PHONE: 801-567-8150 • FAX: 801-567-8056 http://employment.jordandistrict.org June LeMaster, Ph.D., Administrator, Human Resources

DRAFT

2024-2025

		2024-2023	DIALI
Month	Professional License	Associate/LEA Specific License	Other
August		• 30 days after student instruction begins Associate Educator License (AEL) -AEL Educators meet with HR Administrators to discuss the Professional Learning Plan (PLP)	 August 1 - <u>Transfer Window for 2024-2025 closes.</u> August 9 - New Educator Induction - In Person Session - 8:30-2:30 PM - Bingham High School August 12-30 - Notify educators of evaluation August 15 - JSD Job Fair - 6-7:30 PM - Copper Hills High School August 21 - FTE Enrollment/Staffing - 1st Day of School August 30 - JPAS delegation list due to Rebecca Lee
September		Temporary Agreements Due	 September 1 - FTE Enrollment/Staffing - 10th Day Count FTE Audits with HR
October			 October 1 - FTE Enrollment/Staffing - USBE CACTUS Report October 31 - Beginning of the year JPAS interims due.
November	• November - Educator Licensing Renewal - Educators will receive 1st HR reminder.		Complete first JPAS
December			 December 15 - <u>Licensed Early Resignation/Retirement</u> <u>Notification Incentive</u> - \$500 December 20 - Provisional and probationary first evaluation cycle due.
January	• January - Educator Licensing Renewal - Educators will receive 2nd HR reminder.	 January - May - January Hires AND Associates (AEL), Student Interns, LEA- Specifics, 1-Year Grant Positions (BTS, CARES) All employee classifications above are temporary positions and must reapply annually for a position. 	 January 2- FTE Enrollment/Staffing - Semester Enrollment Review January 2 - Hard to Fill Positions - Administrators may begin to post and fill Critical Need/Hard to Fill positions, ie. SpEd, Math, Science, some CTE, DLI and support services. January 15 - <u>Licensed Early Resignation/Retirement Notification Incentive</u> - \$300 January 27 - JSD Job Fair - 6-7:30 PM - Riverton High School
February	• February 3-25 - <u>Provisional Non-</u> <u>Renewals & Status</u> <u>Extensions</u> - Requests are to be submitted to your respective AOS for approval, then forwarded to HR. Principals meet with and notify teachers on or before Mar 31	• February 1 - Schools with educators who hold an underqualified license (AEL, LEA- Specific) will receive an Underqualified Educator Employment Status form for each educator Feb 1. Principals will submit the form to their AOS to request that the educator's contract be renewed for the 23-24 school year.	 February 9 (approximately) - FTE v2.0 Projections February 15 - Licensed Early Resignation/Retirement Notification Incentive - \$200 February 24 - Teacher Transfer Fair and Internal Transfer Opportunities (Feb 1-28) February 24 - In person Time: 4:30-6:00 pm Location: Bingham High Elementary & Secondary February 27 - Reduction in Staff - Requests are submitted to the respective AOS for approval, then forwarded to HR. Follow DP327-NEG Reduction in Licensed Staff. See <u>AdminOnly</u> - RIS Presentation for details.
March	• March - Educator Licensing Renewal - Educators will receive 3rd HR reminder.		 March 1 - General Hiring for 2024-2025 March 31- All Full JPAS evaluations due.
April	• April -Educator Licensing Renewal - Educators will receive final HR letter. Requires supervisor signature.		• April 30 - Last day full JPAS evaluations may be completed for late hires.
Мау		• May 1 - Underqualified (Associate/LEA- Specific) candidates may be approved for hire.	 May 2 - Special Calendars Due to HR May 31 - all end of year interims due May 31 - all Contracted ESP evaluations due.
June			• June 6- Teacher Job Share Proposals - Submit to your respective AOS and HR.