

February 10th - Staffing Guidelines available to Principals via Google site

Week of February 17th - Final SBB worksheets sent to schools, to include all staffing allocations

Week of February 17th - March 3rd

- Principals complete Staffing Information Worksheets (submit as early as 2/20, DUE 3/3)
- Request for notification of Retirement - 3/1

March 3rd - March 7th

- HR to compile/analyze Involuntary Transfers (non-probationary) and Displaced (probationary)
- Communications by Principals to Displaced Employees (complete by 3/7)
- Change of Status will be keyed from Staffing Information Worksheets
- Submit Separation Notices for known retirements or resignations

March 10th - March 23rd - STAGE 1 - Open Positions Posted (for 10 days each during this range)

- Licensed In-District transfer process is open: 10-day postings, includes voluntary transfer requests and displaced non-probationary employees; this comprises the Displaced non-probationary teacher exclusive priority hiring pool (all hires are by mutual consent)
- All open positions anticipated for the 2013-2014 school year should be posted March 10th

March 21st - Probationary non-renewals notified

March 21st - One-Year-Only reminder letters distributed (reminding them they need to post for open positions to secure an assignment for the 2014-2015 School Year)

March 24th - STAGE 2 begins for jobs not filled in Stage 1 - *Additional Transfers (Probationary, Non-Probationary) / General Hiring Begins*

- Postings that were not filled in internally can be posted for general hire, once candidates have been dispositioned (including 2013-2014 One Year Only employees, Probationary employees, current substitutes, internal classified, or external candidates)
- Any new In-District openings that occur through May 15, will be posted as a STAGE 1 - Internal for 7 days, and completion of the screening/interview process as determined by the hiring manager, then may proceed to STAGE 2

May 15th - In-District transfer process closed and general hiring complete - All postings for the 2014-2015 school year may be posted both for internal and external candidates simultaneously