

FY 2019 HIRING CALENDAR FOR TEACHER-LEVEL POSITIONS

Date	Activity
January 2018– February 2018	Principals receive February enrollment projections for FY 2019 along with projected classroom teacher allocations only (Job code 1001, 1002, or 1003). This information will be communicated to each principal by their director.
Thursday, March 1, 2018	Principals are sent staffing allocations. Teachers on leave of absence are required to declare intent to return, to terminate employment, or to request an extension. (See MCEA contract, page 113, Article 30B, 2e.)
Friday, March 2, 2018– Thursday, March 8, 2018	Principals notify involuntary transfers. Priority assignments (involuntary transfers and teachers returning from a leave of absence) are due to the Office of Human Resources and Development (OHRD) using the embedded Excel spreadsheet in the SAE. Send the form via e-mail by typing <i>Teacher Staffing Team</i> into the Outlook address bar. (The form is interactive and can be completed online.)
Friday, March 2, 2018	Principals begin to submit vacancy postings using MCPS Careers/ATS. Leadership positions can also be advertised at this time. Approved requisitions will be released upon confirmation of a vacant position.
Tuesday, March 6, 2018	Principals begin to schedule teachers for job fair interviews by reviewing applicants' profiles using MCPS Careers.
Wednesday, March 7, 2018	Recommendations for hire for leadership positions begins.
Monday, March 12, 2018	Priority Assignment Transfer Information Meeting Location: Richard Montgomery High School, Cafeteria / Time: 4:00–6:00 p.m. This meeting is only for teachers who have been involuntarily transferred or are returning from leave. (See MCEA contract, page 68, Article 25 I.)
Tuesday, March 13, 2018– Wednesday, March 14, 2018	<u>JOB FAIRS for internal candidates only*</u> <i>See attached list for schools that are designated to host job fairs at their school locations on these days.</i> <ul style="list-style-type: none"> • Title I elementary schools—<i>Interviews held at the school</i> • Secondary schools with 45 percent or more of students receiving free and reduced meals—<i>Interviews held at the school</i> • Special schools—<i>Interviews held at the school</i> • Elementary language immersion schools—<i>Interviews held at the school</i> • Innovative school calendar schools—<i>Interviews held at the school</i> After all pre-scheduled interviews for a position have been conducted, recommendations for hire can be made on the day of the interview. The teachers who are not selected for the position must be contacted and informed that they were not selected for the position. This is only for the schools identified in this area. *Each school will participate at the job fair for its level even if no interviews are scheduled. (See MCEA contract, page 99, Article 24B2.)
Thursday, March 15, 2018	<u>JOB FAIRS for internal candidates only*</u> <ul style="list-style-type: none"> • Downcounty elementary schools—<i>Montgomery Blair High School, 4:30–7:30 p.m.</i> • All high schools—<i>Watkins Mill High School, 3:30–6:30 p.m.</i> Recommendations for hire cannot be made at the job fair. Recommendations for hire can be made beginning Tuesday, March 20, 2018. *Each school will participate at the job fair for its level even if no interviews are scheduled. (See MCEA contract, page 99, Article 24B2.)
Date	Activity
Monday, March 19, 2018	<u>JOB FAIRS for internal candidates only*</u> <ul style="list-style-type: none"> • Upcounty elementary schools—<i>Northwest High School, 4:30–7:30 p.m.</i> • All middle schools—<i>Albert Einstein High School, 4:00–7:00 p.m.</i> Recommendations for hire cannot be made at the job fair. Recommendations for hire can be made beginning Tuesday, March 20, 2018.

	*Each school will participate at the job fair for its level even if no interviews are scheduled. (See MCEA contract, page 99, Article 24B2.)
Tuesday, March 20, 2018– Friday, April 13, 2018	Voluntary transfer season. The voluntary transfer season is from Tuesday, March 20, 2018– Friday, April 13, 2018, and includes Spring Break (Monday, March 26, 2018–Monday, April 2, 2018). Principals can only interview voluntary and involuntary transferred teachers. Principals can make hiring recommendations to the Department of Certification and Staffing via MCPS Careers/ATS. In order to make a hiring recommendation, a posting must exist on the MCPS Careers website.
Thursday, March 22, 2018	The Department of Certification and Staffing is closed. All staffing coordinators will attend Towson University’s Teacher Recruitment Job Fair. Recommendations for hire will still be accepted. Follow-up with all hiring managers, employees, and candidates will occur by the end of the next business day, Friday, March 23, 2018.
Monday, March 26, 2018– Monday, April 2, 2018	Spring Break
Tuesday, April 3, 2018	<u>Teachers on leave of absence</u> are required to submit official notice of intent to return, to terminate employment, or to request an extension of leave that began <u>prior</u> to April 2, 2018, including child care leave. (See MCEA contract, p. 125, Article 30I, 2f. and p. 82, Article 30f, 2e.) Applications for personal, professional/improvement, and overseas teaching leave are due. These applications are due on Thursday, June 15, 2018, to extend child care leave for leave beginning <u>after</u> April 1, 2017. (See MCEA contract, p. 125, Article 30I, 2e.)
Friday, April 13, 2018	Voluntary transfer season temporarily closes at 5:00 p.m. The voluntary transfer season is closed through Monday, April 23, 2018.
Wednesday, April 18, 2018	OHRD and Office of School Support and Improvement Priority Assignment Meeting. Location: 45 West Gude Drive, Maple Room / Time: 12:00–4:00 p.m.
Thursday, April 19, 2018– Friday, April 20, 2018	Notification of assignments of teacher priority assignments. (See MCEA contract, pages, 103–104, Article 25H.)
Monday, April 23, 2018– Friday, July 20, 2018	Voluntary transfer season reopens. Open contracted teachers and pre-qualified teachers are available to be recommended for hire in fields for which all priority placements have been made.
Tuesday, May 1, 2018	The state of Maryland deadline for non-tenured teachers to resign without breach of contract.
Friday, June 8, 2018	Open contracted teachers who have not been recommended for hire will be assigned to schools with vacancies by Friday, June 8, 2018.
Monday, July 16, 2018	The state of Maryland deadline for tenured teachers to resign without breach of contract is <u>Sunday, July 15, 2018.</u> Applications for long-term child care leave are due.
Friday, July 20, 2018	Last day for voluntary transfers. (See MCEA contract, page. 102, Article 24L.) Principals submit all internal grade, subject, and department-level changes to the staffing coordinator assigned to the school no later than 5:00 p.m.

Last Revised January 12, 2018