

## FY 2020 STAFFING CALENDAR FOR TEACHER-LEVEL POSITIONS

Date	Activity
Thursday, February 21, 2019 SNOW DATE: Thursday, February 28, 2019	Innovative School Calendar Information Meeting Location: Rocking Horse Road Center, All Purpose Room Time: 4:30–6:00 p.m. This meeting is for teachers who are interested in assignments at Arcola Elementary School and Roscoe Nix Elementary School. Both schools will extend the school year by implementing the Innovative School Calendar beginning in 2019–2020.
Monday, March 4, 2019	Principals will receive Fiscal Year 2020 staffing allocations via email from the School and Financial Operations Team. Teachers on leave of absence are required to declare intent to return, to terminate employment, or to request an extension. (See MCEA contract page 57, Article 30B, 2e.)
Monday, March 4, 2019– Friday, March 8, 2019	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 email to the teacher staffing coordinator assigned to your school (The form is interactive and can be completed online).
Tuesday, March 5, 2019	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.
Thursday, March 7, 2019	Principals will receive the Initial Staffing Allocations for Fiscal Year 2020 memorandum via the Weekly Principals Memoranda email.
Friday, March 8, 2019	Principals begin to schedule job fair interviews by reviewing applicant’s profiles using MCPS Careers.
Monday, March 11, 2019	Recommendations for hire for leadership positions can be made. Leadership positions must be posted for a minimum of three full days before a recommendation for hire can be made and accepted by OHRD.
Monday, March 11, 2019	Priority Assignment Transfer Information Meeting Location: Richard Montgomery High School, Cafeteria Time: 4:30–6:00 p.m. This meeting is only for teachers who have been involuntarily transferred or are returning from leave. (See MCEA contract, page 53, Article 25 I.)
Tuesday, March 12, 2019– Wednesday, March 13, 2019	<b><u>JOB FAIRS for internal candidates only*</u></b> <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"> <li>• Title I elementary schools – Interviews held at the school</li> <li>• Secondary schools with 45% or more of students receiving free and reduced meals -Interviews held at the school</li> <li>• Special schools- Interviews held at the school</li> <li>• Elementary language immersion schools- Interviews held at the school</li> <li>• Innovative school calendar schools- Interviews held at the school</li> </ul> <p>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 must be available on these days even if no interviews have been scheduled (See MCEA contract, page 51, Article 24B2).</p>
Monday, March 18, 2019	<b><u>JOB FAIRS for internal candidates only*</u></b> <ul style="list-style-type: none"> <li>• Upcounty elementary schools- Northwest High School, 4:30 p.m. - 7:30 p.m.</li> <li>• All middle schools- Paint Branch High School, 4:00 p.m. - 7:00 p.m.</li> </ul> <p>Recommendations for hire cannot be made at the job fair. Recommendations for hire can be made at the conclusion of Tuesday, March 19, 2019’s job fairs. *Each school will participate at the job fair for its level even if no interviews are scheduled (See MCEA contract, page 51, Article 24B2).</p>
Tuesday, March 19, 2019	<b><u>JOB FAIRS for internal candidates only*</u></b> <ul style="list-style-type: none"> <li>• Downcounty elementary schools- Montgomery Blair High School, 4:30 p.m. - 7:30 p.m.</li> <li>• All high schools- Watkins Mill High School, 3:30 p.m. - 6:30 p.m.</li> </ul> <p>Recommendations for hire can be made at the conclusion of the job fair. After all pre-scheduled interviews for a position have been conducted, recommendations for hire can be made. The teachers who are not selected for the position must be contacted and informed that they were not selected for the position. *Each school will participate at the job fair for its level even if no interviews are scheduled (See MCEA contract, page 51, Article 24B2).</p>

