**FISCAL YEAR 2021 STAFFING CALENDAR FOR A&S LEVEL POSITIONS**

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| **Date** | **Activity** |
| **January 2020** | Notification of staffing allocations and involuntary transfers are provided to executive staff and associate superintendents. |
| **Wednesday, February 19, 2020** | * Hiring managers notify involuntary transfers.
* Principals will receive February enrollment projections for Fiscal Year 2021 along with

 projected allocations for all MCEA school-level positions and A&S-level positions.* Hiring managers begin to submit requisitions on *MCPS Careers* for approval by OHRD.

 Approved requisitions will be released upon confirmation of a vacant position.  |
| **Thursday, February 20, 2020–Monday, March 9, 2020** | The first voluntary transfer season begins. Apply for vacancies on *MCPS Careers* (all positions must be posted for a minimum of five business days).The following individuals may apply at this time:* A&S-level central office and school-based staff including assistant principals (APs) and school-based coordinators who have been involuntarily transferred or whose positions have been abolished.
* A&S-level central office and school-based staff including APs, assistant school administrators (ASAs), and school-based coordinators returning from leave.
* All A&S lateral moves: ASA to ASA, Grade N (AP, coordinator, etc.) to Grade N, supervisor to supervisor, etc.
* A&S-level central office and school-based staff including APs and school-based coordinators who are voluntarily seeking promotional positions and have “met standard” on their evaluation for the current school year (This does not include ASAs who are seeking promotional opportunities unless their 4-year cycle is ending. For these ASAs, they **must** be in the AP pool to be considered for any AP vacancy.)

**Notes:** * Any ASA who has been involuntarily transferred or whose position has been abolished may apply for available ASA positions.
* Any grade N central office employee seeking a lateral move to a grade N AP position must have previously served as an AP or be eligible in the AP pool.
* Anyone seeking a Grade N magnet coordinator position must be eligible in the AP pool.
* Individuals who have earned eligibility in the AP and/or ASA pools and whose positions have not been abolished must wait until the voluntary transfer season reopens in May to apply to AP and ASA vacancies.
* Any MCEA member who earns eligibility in the AP or ASA pools must wait until the voluntary transfer season reopens Thursday, March 19, 2020, to apply for AP or ASA positions.
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| **Thursday, February 20, 2020–Monday, March 9, 2020** | Interviews (selected candidates are processed via memorandum from the respective chief to OHRD. For any MCAAP position grade O and higher, selected candidates are processed via MCPS Form 445-64 to OHRD.) |
| **Wednesday, March 4, 2020** | Principals receive access to Fiscal Year 2021 staffing allocations via email from the School and Financial Operations Team. |
| **Thursday, March 5, 2020** | Principals receive the Initial Staffing Allocations for Fiscal Year 2021 memorandum via the Weekly Principals Memoranda email.  |
| **Tuesday, March 10, 2020– Wednesday, March 18, 2020** | Transfer season is closed, and priority placements are made. |
| **Wednesday, March 18, 2020** | Priority placements are completed. |
| **Thursday, March 19, 2020–Friday, June 26, 2020** | The voluntary transfer season reopens pending all priority placements have been completed. A&S-level and teacher-level staff who have been accepted into the AP and ASA pools may apply to vacancies at this time. Central office MCEA staff may now apply for MCAAP and MCBOA promotional opportunities. |