

FISCAL YEAR 2024 STAFFING CALENDAR FOR TEACHER-LEVEL POSITIONS

Date	Activity		
January 17, 2023	Identified middle schools changing leadership structures may begin to advertise leadership positions. <ul style="list-style-type: none"> Leadership positions must be advertised for a minimum of seven calendar days. Recommendations for hire can be made no earlier than Wednesday, January 25, 2023. 		
February 2, 2023	<ul style="list-style-type: none"> Leadership positions may be advertised and recommendations for hire can be made for positions where there is confirmation of a vacant position (see Attachment A for designated leadership positions). Leadership positions must be advertised for a minimum of seven calendar days. 		
Beginning Friday, February 10, 2023	Principals of designated schools (see below), Clarksburg ES #9, Innovative School Year, and Title One Schools receive staffing allocations (not including special education), and may begin to advertise positions, interview, and hire current MCPS teachers who are eligible for transfer and external candidates.		
February 10, 2023	Principals complete the Google Form link in the memo to register for the required virtual teacher job fair. The comprehensive document with links and scheduled times for each school will be available after February 10, 2023 on the MCPS Careers website.		
Thursday, February 16, 2023	<ul style="list-style-type: none"> Principals will receive the Fiscal Year 2024 Staffing Allocations Report link via email from the School and Financial Operations Team. Hiring managers begin to submit requisitions on <i>MCPS Careers</i> for approval by OHRD. Approved requisitions will be released upon confirmation of a vacant position. Principals will receive the Fiscal Year 2024 Staffing memorandum via the Weekly Principals Memoranda email. 		
Thursday, February 16, 2023- Monday, February 27, 2023	<ul style="list-style-type: none"> Principals will notify employees who have been involuntarily transferred no later than Monday, February 27, 2023, however, the window is open from Thursday, February 16, 2023- Monday, February 27, 2023. Send involuntary transfer information to OHRD using the “Export teachers to Excel” option within SAR. Send the Excel spreadsheet via email to the staffing coordinator assigned to your school. 		
Thursday, February 16, 2023	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>DESIGNATED SCHOOLS</p> <p>Principals of schools identified below may begin to advertise positions, host individual school job fairs, interview, and hire current MCPS teachers who are eligible for transfer and external special education teachers (<i>see below for schools designated as being eligible to interview and hire during this time period</i>). <u>This opportunity is ONLY for the schools identified below. ONLY internal teacher candidates and external special education candidates are eligible for hire at this time.</u></p> <ul style="list-style-type: none"> ISY Schools Title I Schools Blair Ewing Briggs Chaney MS Carl Sandburg Learning Center Clarksburg ES #9 Forest Oak MS Gaithersburg MS Harriet Tubman ES Lakelands Park MS Longview Neelsville MS RICA Rock Terrace Seneca Valley HS Stephen Knolls School Watkins Mill HS </td> <td style="width: 50%; vertical-align: top;"> <p>ALL OTHER SCHOOLS</p> <ul style="list-style-type: none"> Review staffing allocations and build hiring teams. Positions may be advertised. Recommendations for hire will not be accepted until Friday, March 3, 2023. </td> </tr> </table>	<p>DESIGNATED SCHOOLS</p> <p>Principals of schools identified below may begin to advertise positions, host individual school job fairs, interview, and hire current MCPS teachers who are eligible for transfer and external special education teachers (<i>see below for schools designated as being eligible to interview and hire during this time period</i>). <u>This opportunity is ONLY for the schools identified below. ONLY internal teacher candidates and external special education candidates are eligible for hire at this time.</u></p> <ul style="list-style-type: none"> ISY Schools Title I Schools Blair Ewing Briggs Chaney MS Carl Sandburg Learning Center Clarksburg ES #9 Forest Oak MS Gaithersburg MS Harriet Tubman ES Lakelands Park MS Longview Neelsville MS RICA Rock Terrace Seneca Valley HS Stephen Knolls School Watkins Mill HS 	<p>ALL OTHER SCHOOLS</p> <ul style="list-style-type: none"> Review staffing allocations and build hiring teams. Positions may be advertised. Recommendations for hire will not be accepted until Friday, March 3, 2023.
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	Recommendations for hire can be made once a candidate has been identified	
Tuesday, February 28, 2023	<p>Priority Assignment Transfer Information Meeting conducted through Webinar. Time: 4:30–5:30p.m. Please click the link below to join the webinar: https://mcpsmd.zoom.us/j/82104396631?pwd=UkFESktRRGdOZEVHSjV3MWNNRnMvZz09 Passcode: 883911</p> <p>This meeting is only for teachers who have been involuntarily transferred or are returning from leave (MCEA contract, Article 25I). Please share access information with identified teachers.</p>	
Tuesday, February 28, 2023	Teachers on leave of absence (non-medical) are required to declare their intent to return, to terminate employment, or to request an extension (MCEA contract, Article 30B,2e) by working with ERSC.	
Wednesday, March 1, 2023 - Thursday, March 2, 2023	<p>Virtual Teacher Job Fairs Schedule of dates and times for schools will be posted in advance on the MCPS Careers website. School teams will participate during a two hour block of time on one of the designated dates.</p>	
Friday, March 3, 2023- Friday, March 24, 2023	<p>Voluntary Transfer Season. The voluntary transfer season is from Friday, March 3, 2023- Friday, March 24, 2023.</p> <ul style="list-style-type: none"> Principals at identified schools above can interview current MCPS teachers who are eligible to transfer and external special education and psychologist candidates. All other schools may interview current MCPS teachers who are eligible to transfer. Principals will make recommendations for hire for positions that have been advertised via MCPS Careers/ATS. 	
Friday, March 24, 2023	<p>Voluntary transfer season temporarily closes at 5:00 p.m.</p> <ul style="list-style-type: none"> The voluntary transfer season will close Friday, March 24, 2023, at 5pm and will reopen on Friday, March 31, 2023. 	
Thursday, March 30, 2023	<ul style="list-style-type: none"> OHRD and Office of School Support and Well-Being Priority Assignment Meeting Time: 8:30-12:30 Notification of teacher priority assignments begins. (MCEA contract, Article 25H). 	
Friday, March 31, 2023	<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 1, 2022, including child care leave (MCEA contract, Article 30I, 2e. and Article 30I, 2e.). Applications for personal, professional/improvement, and overseas teaching leave are due to ERSC.	
Friday, March 31, 2023	<p>Voluntary Transfer Season reopens.</p> <ul style="list-style-type: none"> External candidates may be hired in all schools. Recommendations for hire will not be accepted in fields for which all priority placements have not been finalized. <p>Voluntary Transfer Season remains open through Thursday, July 20, 2023.</p>	
Monday, April 3, 2023- Monday, April 10, 2023	Spring Break	
Monday, May 1, 2023	<ul style="list-style-type: none"> The state of Maryland deadline for non-tenured teachers to resign without breach of contract. 	
Friday, June 9, 2023	Open contracted teachers who have not been recommended for hire may be assigned to schools with vacancies.	
Wednesday, June 14, 2023	Teachers whose child care leave began after March 31, 2023, must submit an extension of the original leave to ERSC no later than June 14, 2023 (MCEA contract, Article 30I, 2f.).	
Saturday, July 15, 2023	<ul style="list-style-type: none"> The state of Maryland deadline for tenured teachers to resign without breach of contract is Saturday, July 15, 2023. <p>Applications for long-term child care leave and long-term family leave are due.</p>	

**Thursday,
July 20, 2023**

Last day of the voluntary transfer season and internal teacher transfers. (MCEA contract, Article 24L).