

Assignment and Transfer Notes

from meeting on 2-25-2010

Draft

Necessary Communication by Early March

- ❖ Send letters of displacement to all displaced secondary teachers. Indicate that a letter of intent is not necessary and your displacement letter automatically enrolls you as participant in the “Big Fill”.
- ❖ Communication letter that explains who needs to file a letter of intent. Only appropriately licensed staff who have not been displaced. If you chose to file a letter of intent to participate in the “Big Fill”, you will be displaced from your current position.
- ❖ Send letter to employees age 55 or older stating if they are considering retirement to please declare their intentions by April 1st to help insure a smooth “Big Fill” process.

Timeline for Filling Winter Sports & Activities Coaches & Advisors

- March 26th to April 2nd - Postings for winter sports & activities coaches and advisors.
- April 12th - Screenings for winter sports & activities coaches and advisor applicants.
- April 20th - Interviews for winter sports & activities coaches and advisor candidates.

Timeline for Filling Teaching Positions

- April 15th - Postings for the “Big Fill” become available for view for staff.
- April 16th - Early release day. Information sessions for certified staff on the process and postings of the “Big Fill”.
- April 19th - World Language pre fill - 4:00 pm in Room 302 at HOCHS
- April 20th - Career & Technical Education pre fill - 4:00 pm in Room 302 at HOCHS
- April 21st - Music pre fill - 4:00 pm in Room 302 at HOCHS
- April 22nd - Additional pre fill date if necessary - 4:00 pm in Room 302 at HOCHS
- April 26th - Day 1 of Big Fill. First 50 at Central High School. 4:00 pm at Media Center?
- April 28nd - Day 2 of Big Fill. Next 60 at Central High School. 4:00 pm at Media Center?
- May 3rd - Day 3 of Big Fill. Next 60 at Central High School. 4:00 pm at Media Center?
- May 5th - Day 4 of Big Fill. Remainder of eligible teachers at Central High School. 4:00 pm at Media Center?
- May 6th - Additional or make up day if necessary at Central High School. 4:00 pm at Media Center?
- May 7th - Early release day. Teacher staff meetings at their new assignments and buildings.

Timeline for Filling Spring Sports & Activities Coaches & Advisors

- June 4th to June 11th - Postings for spring sports & activities coaches and advisors.
- June 14th - Screenings for spring sports & activities coaches and advisor applicants.
- June 21st - Interviews for spring sports & activities coaches and advisor candidates.

Other

- Develop a proxy form if you are unable to attend. Ex. 1. Top five choices 2. Cell phone contact etc.
- Develop a rules guideline for staff.
- If you are late you jump in line when you arrive.
- “No do over’s or take backs” if you change your mind later.
- Consider stranding ramifications when choosing. “Ask Tim”