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Stay Connected

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jsd_hr



**Jordan School District
Human Resources**



Jordan School District

Critical Dates & Timely Topics



**JORDAN
Human
Resources**



2026-2027

HR Critical Dates & Timely Topics

Dates and Topics are Subject to Change.
Check out Admin Only and watch JAM for most current information.
Dates in Red- Final Due Dates

AUGUST

TIMELY HR TOPICS: FTE Dashboards, FTE Audit, Late Hiring Process, and Substitute Selection and Evaluation Process, Long-Term Substitutes Starting the School Year

- **Aug 1-** Transfer Window for 2025-2026 closes
- **Aug 7-** New Educator Induction In-Person Session at Bingham High
- **Aug 19-20-** First Day of School
- **Within 30 days of 1st Student Day-** Underqualified AEL educators meet with HR Specialist to discuss PLP (Professional Learning Plan)

JANUARY

TIMELY HR TOPICS: Associate and Temporary Rehire Eligibility Forms, Reduction in Staff (RIS/RIF)

- **Jan-** End of Year License Renewals 1st HR Notification
- **Jan 4-** Posting of Critical Need/Hard to Fill Positions Begins
- **Jan 15-** LICENSED Early Resignation/Retirement Notification Incentive - \$300
- **Jan 15-** Associate Educator Annual Progress **DUE**
- **Jan-May-** January Hire, Underqualified, Grant Funded, and Temporary Agreement employee notification regarding reapplication requirement

MARCH

TIMELY HR TOPICS:
Screening Candidates
Interviewing
Reference Checks

- **March-** End of Year Licensing Renewals 2nd HR Reminder
- **March 1-** General Posting for 2027-2028 Begins
- **March 8-** JSD Job Fair at Riverton High 6 to 8pm
- **March 22-** Non-Renewal/Provisional Extension Request are **DUE** to AOS by End of Day

APRIL

TIMELY HR TOPICS:
ESP Evaluations
Onboarding Timelines
January Hires Rehiring
Submitting Change Forms
Hiring Educator Interns

SEPTEMBER

TIMELY HR TOPICS:
Temp 1 Year Agreements,
Employee Discipline and
Investigations,
NEW Volunteer Process

- **Sept 1-** Sick Bank Opt Out Closes for Current Employees
- **Sept 15-** Crucial Policy Review **DUE** today
- **Sept 18-** FTE Audits Available
- **Sept 25-** FTE Audits **DUE**
- **Sept 30-** Temporary Agreements **DUE**

OCTOBER

TIMELY HR TOPICS:
Educator Licensing

- **Oct 1-** Sick Bank Opt Out Closes for New Employees
- **Oct 1-** Seventh Period Stipend Agreements **DUE**

Expanded resources regarding critical dates and timely topics can be found on:
hr.jordandistrict.org/AdminOnly

FEBRUARY

TIMELY HR TOPICS: Recruiting, Transfer Fair and Job Fair

- **Feb 1-28-** Internal Transfers without posting window
- **Feb 1-** Underqualified Educator Employment Status/Rehire Eligibility Forms Sent to Administrators TODAY, Complete and Send to AOS ASAP
- **Feb 9-** FTE v2.0 Projections Anticipated Today
- **Feb 15 - FINAL** LICENSED Early Resignation/Retirement Notification Incentive- \$200
- **Feb 18 -** Educator Transfer Fair and Professional Growth Expo @ Herriman High 4-7pm
- **Feb 19 -** Underqualified Educator Employment/Rehire Eligibility Forms **DUE** to AOS
- **Feb 26 -** Reduction in Staff (RIS/RIF) Requests are **DUE** to AOS by End of Day
- **Feb 28-** Transfer approvals from Educator Transfer Fair **DUE** to HR by End of Day

MAY

TIMELY HR TOPICS:
Underqualified Hiring

- **April -**End of Year Licensing Renewal **FINAL** HR letter.
***Requires Administrative Supervisor signature. ***
- **May 1 -** New UQ candidates (Associate/LEA-Specific) **MAY** be Approved for hire.

NOVEMBER

TIMELY HR TOPICS:
Worker's Compensation
Long Term Substitutes
Mid Year Hires v January Hires
(yes-there is a difference)

DECEMBER

TIMELY HR TOPICS:
January Hires, Non-Renewal and Provisional Extensions

- **Dec 15 -** LICENSED Early Resignation/Retirement Notification Incentive - \$500

JUNE

TIMELY HR TOPICS:
New Educator Induction
Submitting Change Forms

- **June 1-** Special Calendars **DUE** to HR
- **June 1 -** Teacher Job Share Proposals - **DUE** to AOS.

JULY

TIMELY HR TOPICS:
Crucial Policy Review
Negotiated Agreements

- **July 1-** Sick Bank Opt Out Opens
- **July 15-** Crucial Policy Review Opens