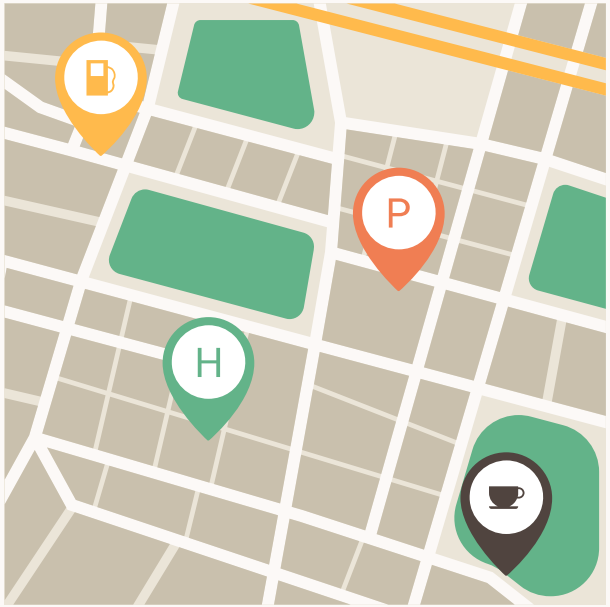
Principals Meeting 2023

Hiring Roadmap

Today's Hiring Roadmap

PLEASE KEEP YOUR ARMS/LEGS INSIDE THE VEHICLE AT ALL TIMES



HIRING SPED/EDU SUPPORT
The impact of statute change on you

UNDERQUALIFIED REHIRES
Do you want to keep them and are they eligible?

STUDENT TEACHERS
Fueling up our applicant pool

EVENTS/DEADLINES
Let's spill the tea!

Special Ed/Edu Support Hires

HOW TO IDENTIFY READY TO HIRE CANDIDATES

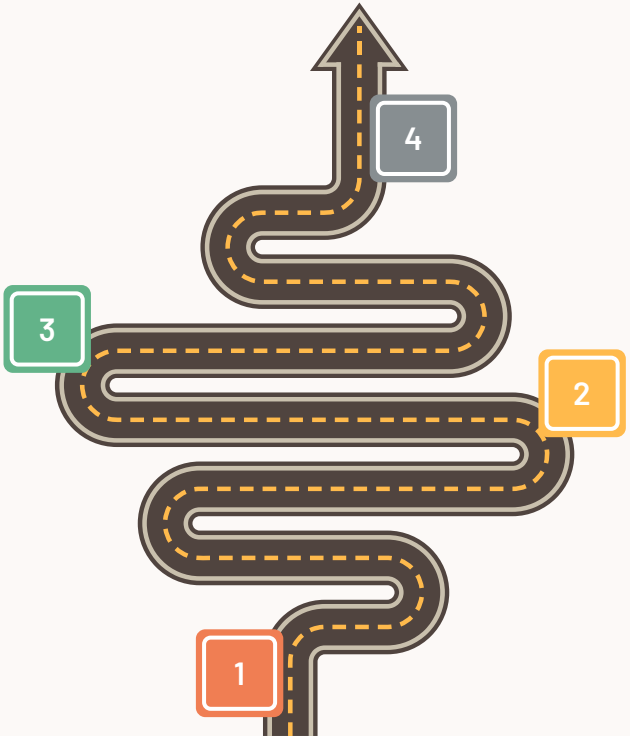
Special Ed Teachers, Psychologists, Counselors, Social Workers

PROHIBITED
NO BACHELOR'S DEGREE
NO ACTIVE UTAH EDUCATOR LICENSE
DOES NOT HAVE THE CORRECT LICENSE AREA OR IS NOT ENROLLED IN A LICENSURE PROGRAM

ALLOWED
BACHELOR'S DEGREE
ASSOCIATE, PROFESSIONAL OR DOPL LICENSE
APPLIED TO THE CORRECT JOB ID

Special Ed/Ed Support Road to Hire

THE ARROWS ON THE CURVED ROADS



LICENSE REQUIREMENTS
Licensure is a condition of employment. Added information and signature requirement on the application.

RECOMMENDATION TO HIRE
Can be submitted to HR but will be approved contingent with license being awarded.

ONBOARDING
Onboarding appointment will be ON HOLD until license is awarded.

LICENSE VERIFIED
Employee can complete onboarding and begin working.

Under Qualified (Under Licensed) Educator Data 2023-2024

Current JSD Employees

93

LEA - Specific

Need to apply for AEL/enroll in licensure program.

109

APPEL Program

Enrolled in JSD or USBE's APPEL Programs

63

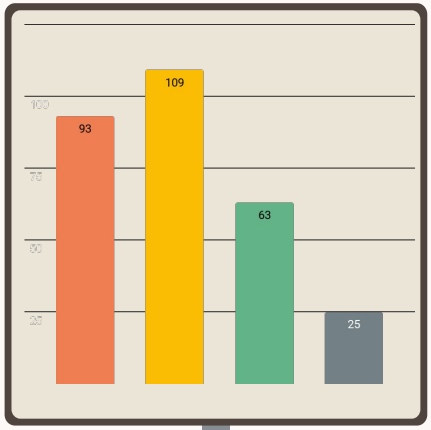
University Program

Enrolled in a University Program leading to Licensure

25

Out of State

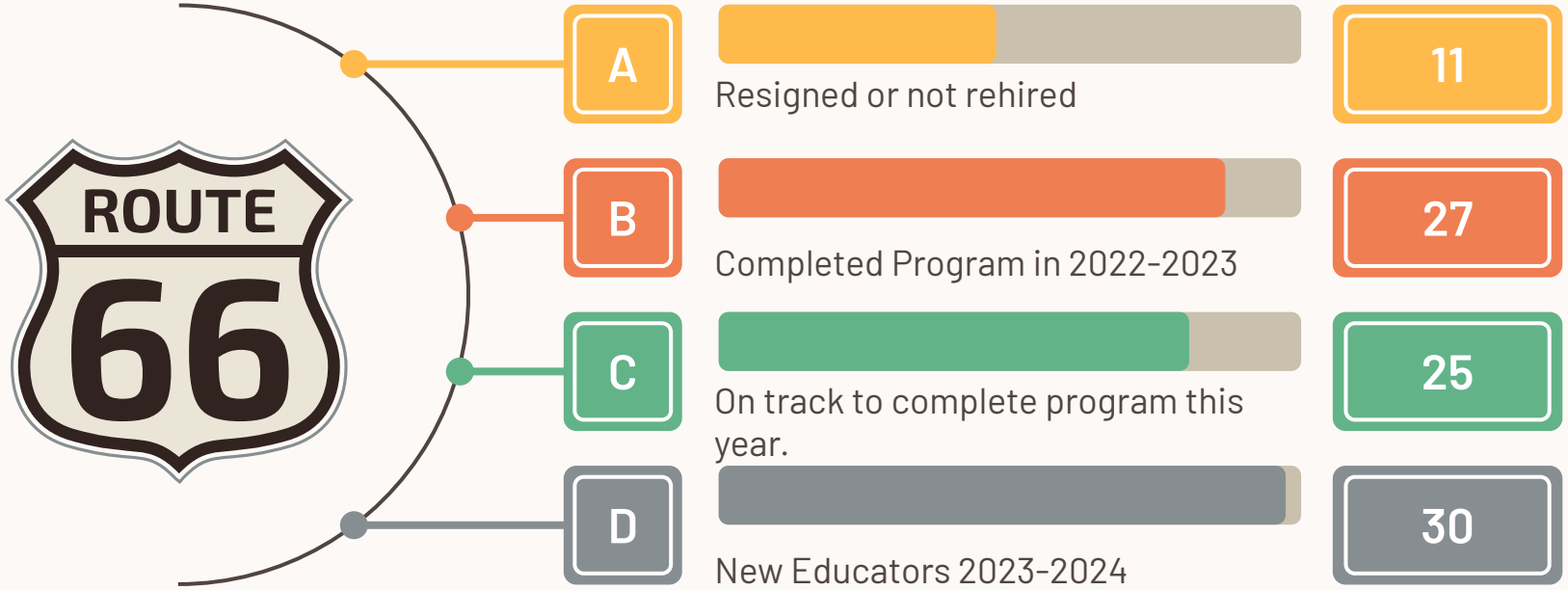
Need PPAT and/or Foundations of Reading.



Total UQ Educators 23/24
290
21/22=250
22/23=280

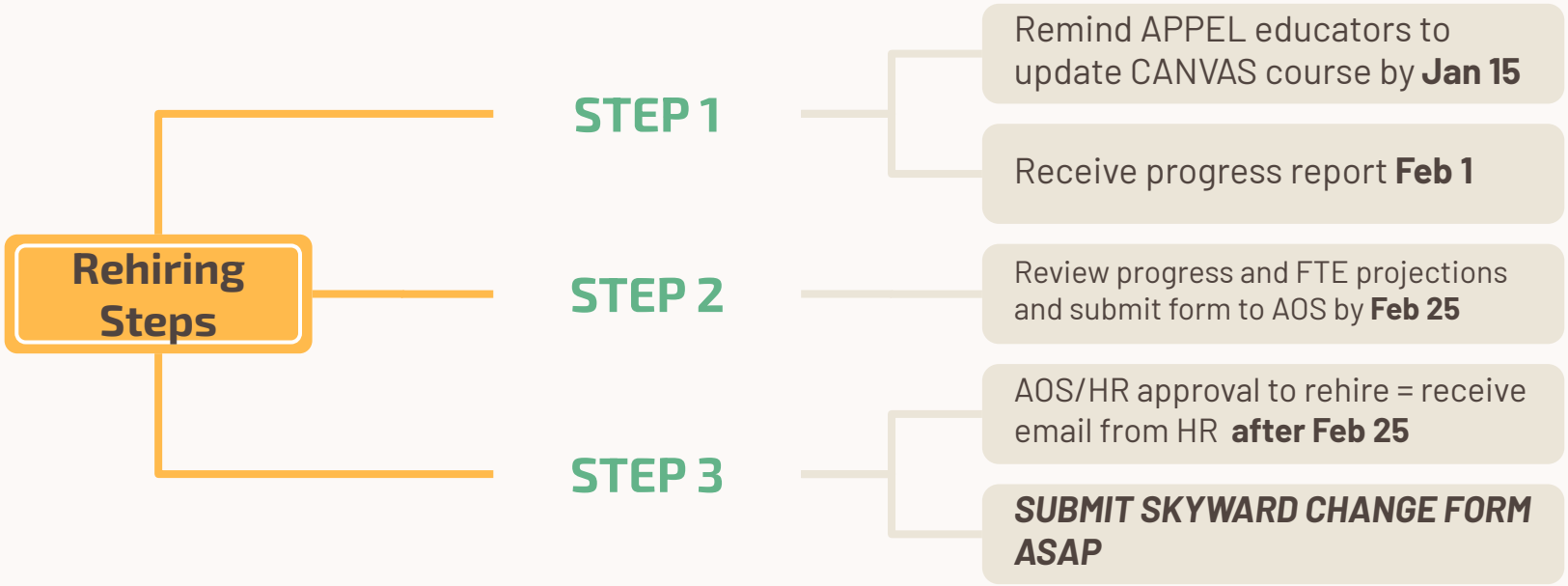
JSD APPEL Program Completion/Retention

2022-2023 to current



REHIRING AN UNDER QUALIFIED/TEMP ONE-YEAR AGREEMENT EDUCATOR

HOW TO MAKE A ROADMAP

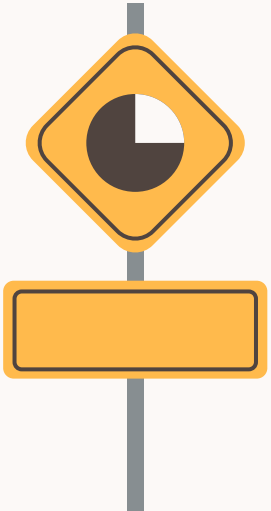


APPEL progress report

Things to review

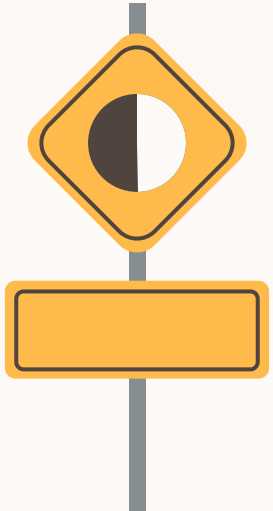
Made Progress?

Use Program Expectation document on AdminOnly.



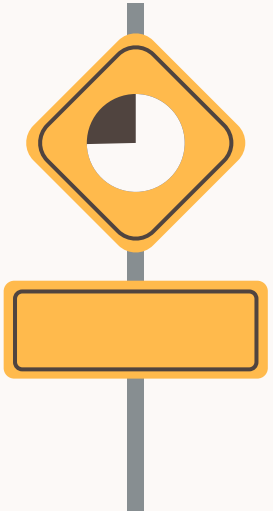
Expiration Date

Does this educator have enough time to complete the program?



Notes

HR will add notes with any beneficial information about educator's situation.



NEW Licensure Grant Application

USBE Funding

- USBE has funds eligible for licensing programs to use towards Educator's tuition/testing costs.
- Eligible for any Educator's completing Pedagogy or PPAT this school year 7/1/2023 - 6/30/2024.
- Preliminary form will be sent to Educators and JAM notification on November 30
- Educator form due December 7th
- Educator must submit:
    - USBE Licensing Grant Request Form
    - Copy of receipt
    - Unofficial transcript/enrollment proof
- Funds are not guaranteed. Unsure of amount JSD will receive.

Four Pools of Recruitment

On the Road to Being Fully Staffed

1

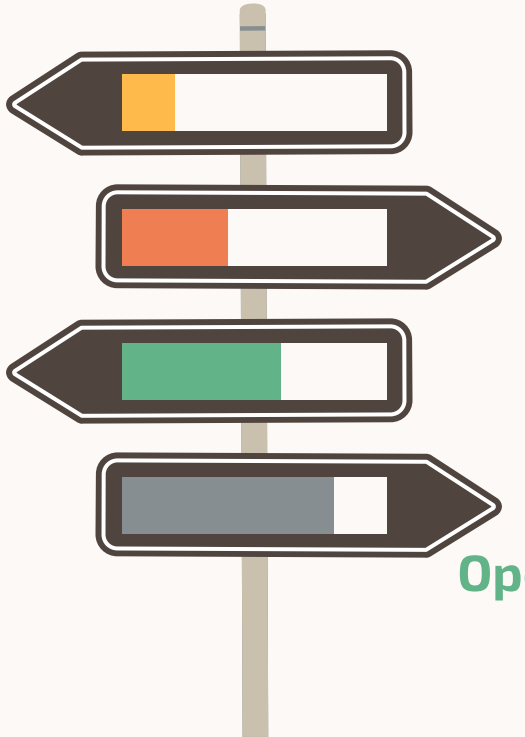
Student Teachers/Interns

Trained by Jordan,
We hope to retain in Jordan

2

Underqualified

Rehired based on progress and quality



3

Transfers

Internal Movement to
determine “TRUE” vacancies

4

Open Competitive Recruitment

Positions open for all applicants

Student Teachers and Interns Recruitment and Retention

BY THE NUMBERS

140+

2022-2023 STUDENT TEACHERS

Representing 13 universities, 4 states

1st

2022-2023 STUDENT TEACHERS

First year Student Teachers were invited to the Teacher Transfer Fair

131↑

2023-2024 STUDENT TEACHERS

Our team is receiving requests frequently

5↑

2023-2024 STUDENT TEACHERS HIRED

Accounts for hires already approved, Pre-Teacher Transfer Fair

STUDENT TEACHER HIRING-YEAR ROUND

How we track our student teachers

	Steps	Details
01	**University Contact Requests Placement**	Placement is based on Student Teacher Mentor tab of your FTE audit/dashboard **(PLEASE UPDATE)**
02	**Email to Teacher Mentor/Admin Email to Student Teacher/University**	Confirms placement information *(Dates, Mentor/Mentee, School Location)*
03	**Invitation for Student Teacher and Substitute Application**	Provides HR with critical information, Schedules onboarding (for badge and swag), Builds Frontline profile for References
04	**Invitations to Apply for positions and to attend Teacher Transfer Fair**	References complete, eligible for Hire- helps with recruitment and retention

Student Teacher References

PATHWAY TO SEAMLESS STUDENT TEACHER HIRING

Who Receives Reference Requests

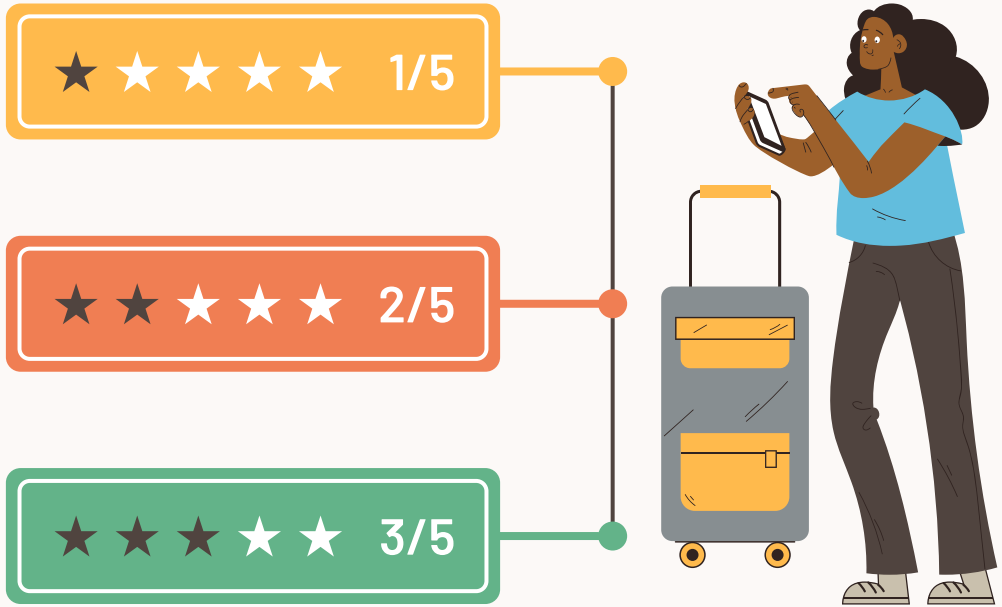
- University Advisor
- Teacher Mentor
- School Administrator

When Will You Receive Them

Within 3 weeks of the end of their documented placement

Why Complete a Reference

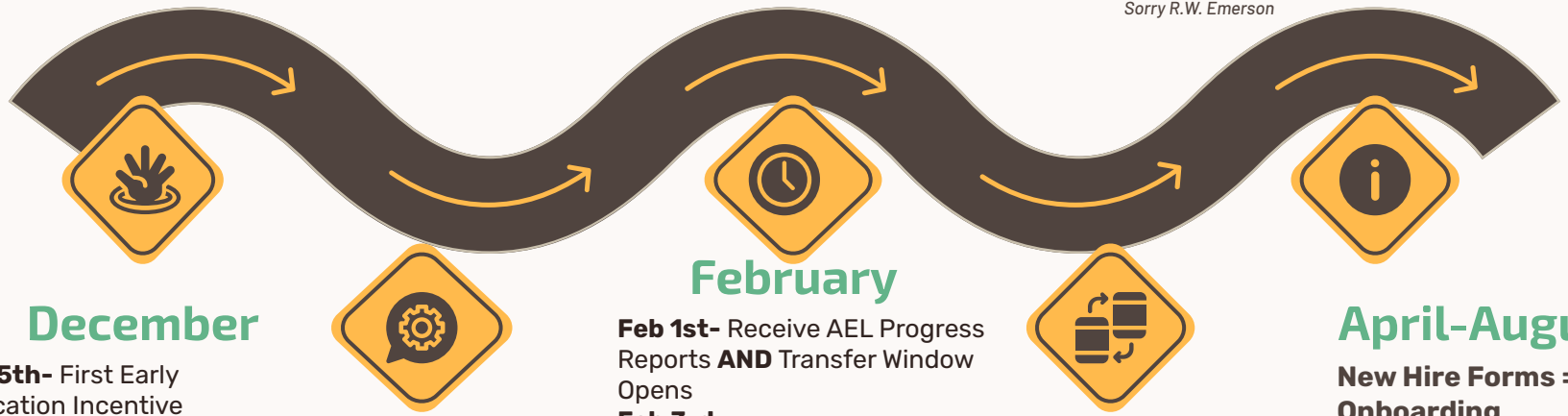
This makes student teachers eligible for hire, IF references are poor we can flag them



HIRING TIMELINES

EVERYTHING GOOD IS ON THE HIGHWAY.... TO HIRING

Sorry R.W. Emerson



December

Dec 15th- First Early Notification Incentive Deadline ***Licensed ONLY***
Prior to Dec 22nd- 1st JPAS Completed for Provisional/Probationary
AND
Letter of Concern or Written Warning Issued for Educators under consideration for Non-Renewal RIS

January

Jan 2nd- Critical Need/Hard to Fill positions posted in Frontline
Jan 15th- Second Early Notification Incentive Deadline ***Licensed ONLY***
Early Jan- 2nd JPAS Completed (Non-Renew/RIS)

February

Feb 1st- Receive AEL Progress Reports **AND** Transfer Window Opens
Feb 3rd- Non-Renewal/Extension Requests Open
Feb 9th - FTE V2.0 *anticipated*
Feb 12th-Teacher Transfer Fair
Feb 15th- Third and Final Early Notification Incentive Deadline ***Licensed ONLY***
Feb 25th- Approval for UQ Rehires
Feb 27th-RIS DUE to AOS
Feb 29th- Transfer Requests Complete

March

March 1st- Competitive Recruitment Begins, Postings 'go live' in Frontline
INCLUDES UQ POSTINGS
March 31st-Principal Deadline for Licensed Non-Renewal/Extension status notification

April-August

New Hire Forms = Early Onboarding
May 1st- New UQ Hires may be recommended for hire

Did you remember your DOCUMENTATION?

Non-Renewal/Provisional Extensions

01

JPAS

- 1st by December
- 2nd in January

02

Letter of Concern

At Least One

03

Documentation for Improvement

As Soon As Possible
As Specific As Possible

04

Request

February 1st-
Request Window is Open

05

Last Day

March 31st-
Last Day for Approvals/Notifications

Upon Approval-
Notify Educator AS SOON AS POSSIBLE

A Non-Renewal/Extension meeting should NEVER be the first contact you have with a teacher about concerns.

Hiring Flags

ABOUT SPEED LIMIT

No License

Must apply for Utah license.

UQ License

Additional support from school mentor/coaches and HR.
Review all professionally licensed candidates first.

Job History

Consistent and relative work history.

References

Poor references or unreliable contact information.

Nepotism

Are they related to someone at your location?

JSD Job Fair

Wednesday, January 24th at Copper Mountain Middle 6-8pm

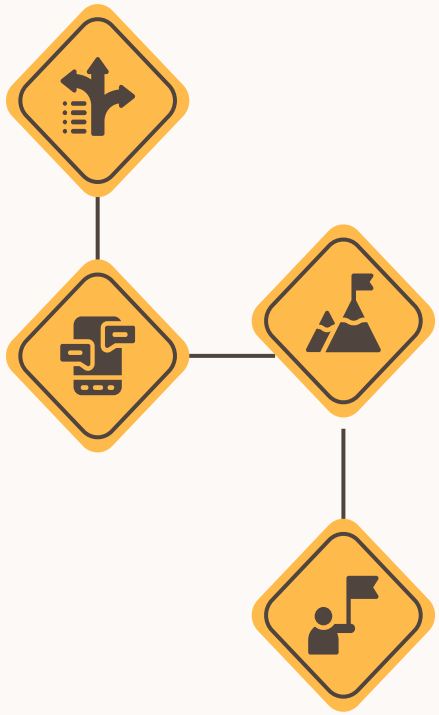
Community Recruitment Licensed and ESP

REVIEW JOB POSTINGS

Ensure open postings are accurate and any filled positions are inactive

MARKETING

Use Marketing Materials provided by HR (YOU ARE OUR MARKETING TEAM)
Use Social Media, Newsletters, Marquees, and potential SCC and PTA/PTSA to get the word out



REPRESENTATION

ANY administrator, supervisor or team lead is welcome to represent your school
Attendees will have access to mobile lab

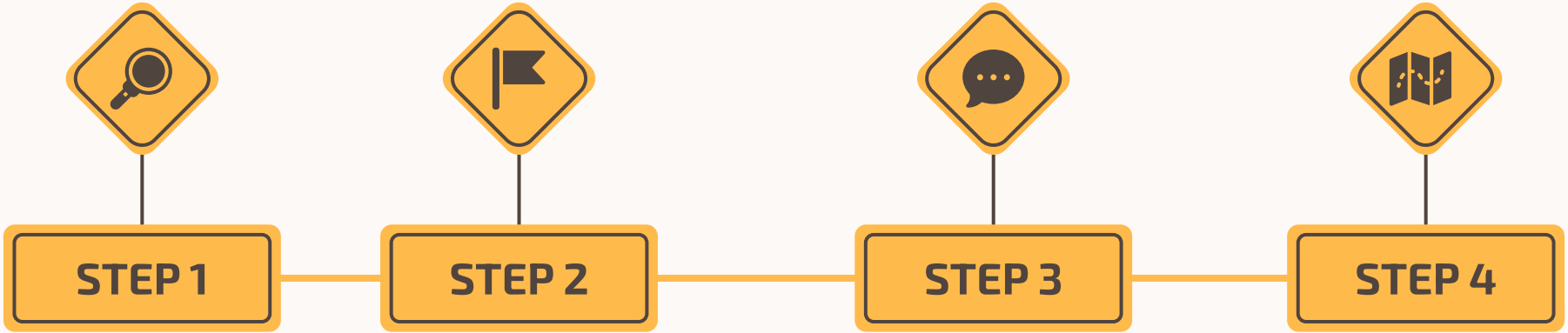
ATTENDANCE

Please arrive 30 minutes early for setup

Teacher Transfer Fair

Monday, February 12th at Mountain Ridge High 4-6:30pm

STEPS for Transfer Fair Success



Reports

- Weekly Report from IS during the month of February

References

- After interviewing **MUST** check references (**Required** current Admin)

Request

- Fill out transfer approval form in Google *(QR Code provided at Transfer Fair, linked on Admin Only)*

Recruit

- Offer position
- **Immediately** complete Skyward Change Form
- **CLOSE POSTINGS**

Evaluations has moved!

Human Resources Department
District Office
Same Phone Number
801-567-8369

EVALUATION CRITICAL DATES

CRITICAL DATES - LICENSED AND ESP EVALUATIONS

AUGUST

- **August 14-31** Notify educators of evaluation
- **August 31** Delegation list due to Rebecca Lee

OCTOBER

- **October 31** Beginning of the year interims due

DECEMBER

- **December 22** Provisional and probationary first evaluation cycle due

MARCH

- **March 29** All full JPAS evaluations due

APRIL

- April 30 Last day full JPAS evaluations may be completed for late hires

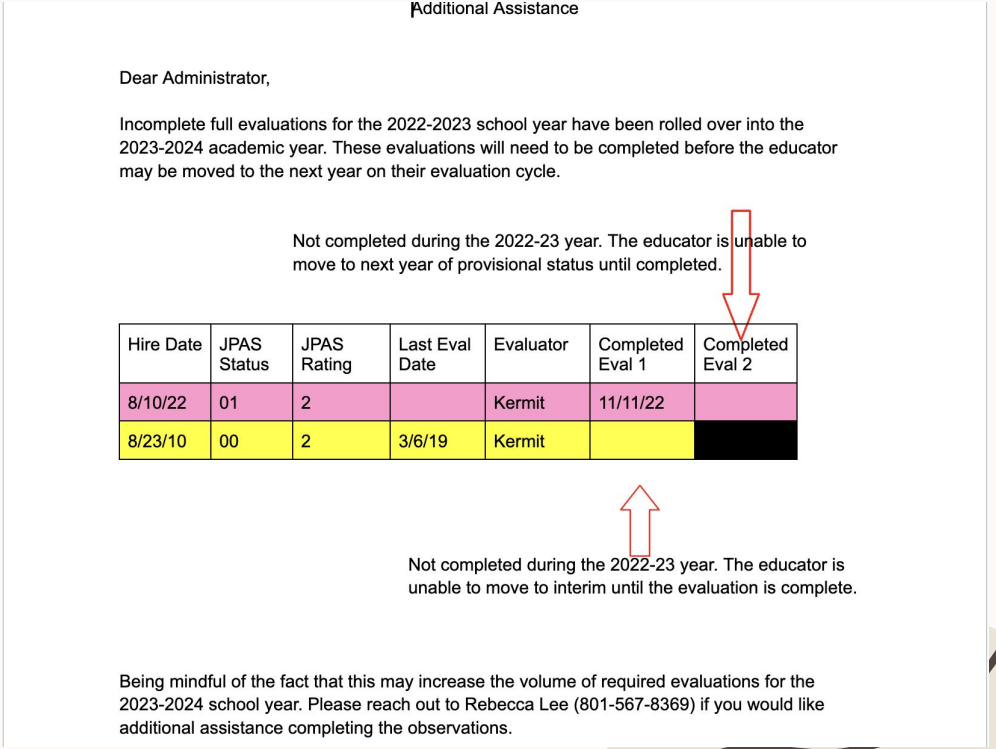
MAY

- May 31 All end of the year interims with uploaded evidence due
- May 31 All contracted ESP evaluations due

Updated 11/27/23

Evaluation Rollovers

- Follow Evaluation Deadlines per DP311
- Rollovers occur when evaluations have not been completed within the previous academic year.
- Last day of April - no full evaluations should be completed past this date. Exception: Late hires April 15
- If you have a teacher performing poorly, the principal should be evaluating them.



Additional Assistance

Dear Administrator,

Incomplete full evaluations for the 2022-2023 school year have been rolled over into the 2023-2024 academic year. These evaluations will need to be completed before the educator may be moved to the next year on their evaluation cycle.

Not completed during the 2022-23 year. The educator is unable to move to next year of provisional status until completed.

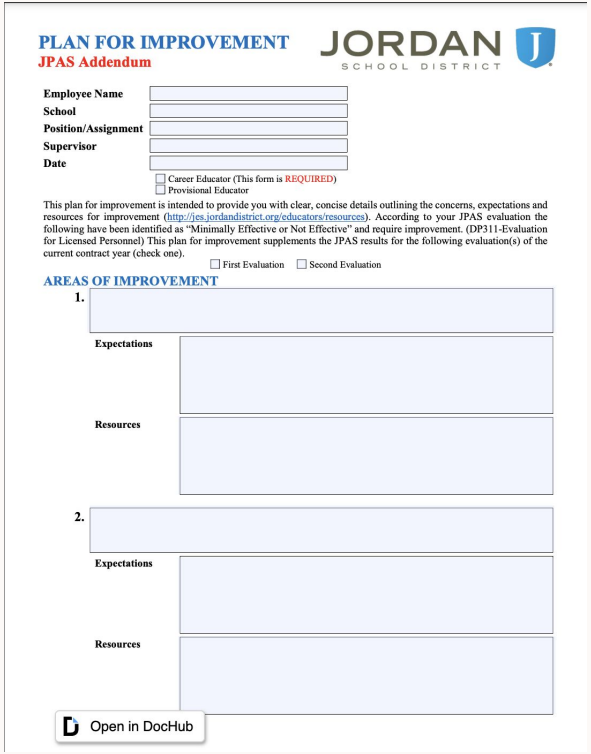
Hire Date	JPAS Status	JPAS Rating	Last Eval Date	Evaluator	Completed Eval 1	Completed Eval 2
8/10/22	01	2		Kermit	11/11/22	
8/23/10	00	2	3/6/19	Kermit		

Not completed during the 2022-23 year. The educator is unable to move to interim until the evaluation is complete.

Being mindful of the fact that this may increase the volume of required evaluations for the 2023-2024 school year. Please reach out to Rebecca Lee (801-567-8369) if you would like additional assistance completing the observations.

Evaluation Resources & Support

- Resources
  - JPAS Addendum
  - jes.jordandistrict.org
  - Domains document
  - Admin Only
- Support
  - Additional assistance completing evaluations
  - Additional training as requested
  - Paired observations
- Reminders
  - Follow deadlines
  - Score adjustments are unethical - save & submit forms
  - Enter evaluations in Perform immediately
  - Administrator can request a full evaluation on any educator at any time



PLAN FOR IMPROVEMENT
JPAS Addendum

JORDAN SCHOOL DISTRICT

Employee Name
School
Position/Assignment
Supervisor
Date

☐ Career Educator (This form is REQUIRED)
☐ Provisional Educator

This plan for improvement is intended to provide you with clear, concise details outlining the concerns, expectations and resources for improvement (http://jes.jordandistrict.org/educators/resources). According to your JPAS evaluation the following have been identified as "Minimally Effective or Not Effective" and require improvement. (DP311-Evaluation for Licensed Personnel) This plan for improvement supplements the JPAS results for the following evaluation(s) of the current contract year (check one).

☐ First Evaluation ☐ Second Evaluation

AREAS OF IMPROVEMENT

1.

Expectations

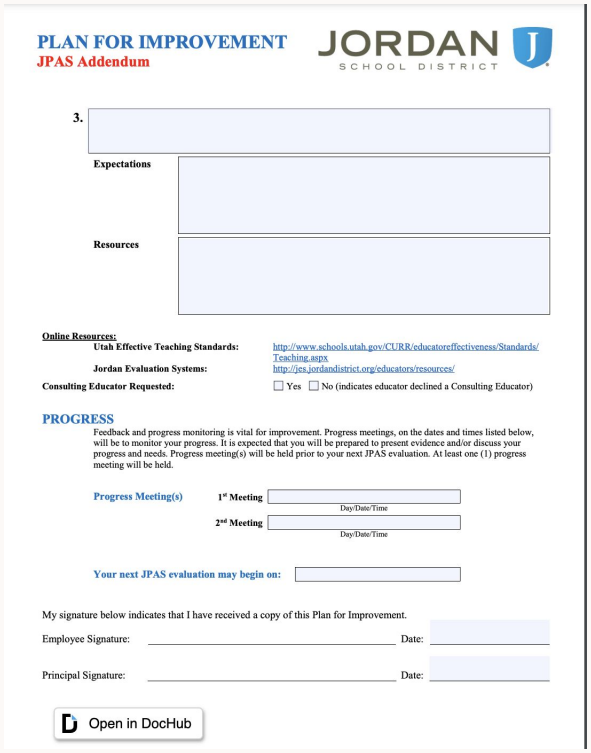
Resources

2.

Expectations

Resources

Open in DocHub



PLAN FOR IMPROVEMENT
JPAS Addendum

JORDAN SCHOOL DISTRICT

3.

Expectations

Resources

Online Resources:
Utah Effective Teaching Standards: http://www.schools.utah.gov/CURR/educatoreffectiveness/Standards/Teaching.aspx
Jordan Evaluation Systems: http://jes.jordandistrict.org/educators/resources/
Consulting Educator Requested: ☐ Yes ☐ No (indicates educator declined a Consulting Educator)

PROGRESS

Feedback and progress monitoring is vital for improvement. Progress meetings, on the dates and times listed below, will be to monitor your progress. It is expected that you will be prepared to present evidence and/or discuss your progress and needs. Progress meeting(s) will be held prior to your next JPAS evaluation. At least one (1) progress meeting will be held.

Progress Meeting(s) 1st Meeting (Day/Date/Time)
2nd Meeting (Day/Date/Time)

Your next JPAS evaluation may begin on:

My signature below indicates that I have received a copy of this Plan for Improvement.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

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