

## **TIMELINE & INFORMATION FOR SPRING 2019 STAFFING PROCESS**

### **TIMELINE**

- **Monday, April 8, 2019**– Begin staffing. Talent notifies Principals and Chapter Chairs of proposed positions subject to Necessary Transfer via email.
- **Tuesday & Wednesday, April 9<sup>th</sup> & 10<sup>th</sup>** – Principals and Chapter Chairs have 2 days where they may provide alternative recommendations to Talent.
- **Friday, April 12<sup>th</sup>** – Talent will notify each school's Principal and Chapter Chair of the final positions subject to Necessary Transfer via email.
- **Monday, April 15<sup>th</sup>** - The Principal and Chapter Chair will notify the staff of the affected grade/subject areas. Staff will also have the opportunity to volunteer to be Necessary Transfer
- **Tuesday & Wednesday, April 16<sup>th</sup> & 17<sup>th</sup>** – Staff members will have 2 working days to notify Talent to volunteer to become the Necessary Transfer.
- **Thursday, April 18<sup>th</sup>** – Talent sends final list of teachers and paraprofessionals identified for Necessary Transfer to Principal and Chapter Chair.
- **Tuesday, April 23<sup>rd</sup>** - Necessary Transfer notices emailed to all teachers and paraprofessionals identified for Necessary Transfer. Teachers and paraprofessionals who have been identified as subject to Necessary Transfer shall be notified in writing that they will be required to participate in the Open Position Application period. The notice will be given no later than the first day of the applicable Open Position application period.
- **Tuesday, April 23<sup>rd</sup>** – All open positions posted and Open Position List available.
- **Wednesday, April 24<sup>th</sup> - Friday, May 17<sup>th</sup>** – Schools with openings will interview candidates through the Personnel Selection Committee. If any PSC was unable to reach consensus, all input from building level teams will be heard by CEO designee and final decision regarding assignment will be made.
- **May 4, 2019 – OPI Job Fair @ Max Hayes, more info to follow**
- **Friday, May 17<sup>th</sup>** – Open Position Interview Period Closes. All Selection forms and workday acceptances are all due to Talent by 4:30PM.

### **DETAILS**

- If there is a reduction in the number of allocations that require staff to be reassigned to another building (Necessary Transfer) and there are no or not enough volunteers to Necessary Transfer, then the BEST Rubric is used to determine the proper teacher staff members to be identified for Necessary Transfer. Paraprofessionals are based on the JOB CLASS ENTRY DATE.
- BEST Rubric consists of:
  - Experience – 1 point for every year of teaching experience in the District. \*\* Teachers who resign or retire from their positions and are later reemployed shall lose those years acquired prior to the separation unless he/she is reemployed as a teacher in a school year consecutive to that of the separation.
  - Area of certification/licensure – 1 point for each area, 2 points for Comprehensive Science or Social Studies.
  - Level of certification/licensure (Max of 4 pts.) – 1 point for each level (i.e. 1 point for Resident Educator License, 2 points for Professional Educator License/Permanent Certificate, 3 points for Senior Professional Educator License, and 4 points for Lead Educator License).
  - Specialized training – N/A
- The Principal and Chapter Chair will verify the order for Necessary Transfers based on the BEST Rubrics. In the event the weighting is equal, the tie breaking procedure set forth in Article 17, Section 4, Seniority Tie-Breaker, will be used.
- Interviews for open positions are conducted by the Personnel Selection Committee. Selection forms signed by the Principal and Chair must be submitted to Talent/HR and the administrator must notify Talent/HR of the Personnel Selection Committee's recommendation via email. Eligible candidates that interview and are selected by the school must also accept the position through the workday account by the deadline of the OPI period.



Since there are so many new brothers and sisters in the CTU, here is an FAQ to help with the Staffing Process which is commonly referred to as the OPI period in CMSD. We really like to have initials for everything.

**WHAT IS OPI?** – OPI stands for Open Position Interview Period. It is the time in the spring when any teacher or paraprofessional may choose to interview for an open position at another school in the school district.

**WHAT IS STAFFING?** - Prior to the window opening that allows teachers and paraprofessionals to interview for open positions, a number of steps between the district and the school must take place. This is the time when it is determined if a school is losing or gaining allocations. Please see timeline for specific steps and dates.

**WHAT ARE ALLOCATIONS?** – Allocations, are basically, the positions that a school has. Each school has a certain amount of allocations (positions) based on student enrollment and assigned special education units. Teacher allocations are based on the number of students assigned to a building and the special education units that are assigned to the building by the special education department. Paraprofessional allocations are based on the types of special education units assigned to a school and the number and languages of ESL learners.

**WHAT IS A NECESSARY TRANSFER?** - If enrollment projections are decreasing or a special education unit is moved out of a school, that can reduce allocation(s)/position(s). If there are more teachers/paraprofessionals than positions then it is necessary to transfer a person(s) from the school. The people that are identified for transfer are called Necessary Transfers.

**HOW IS IT DETERMINED WHO WILL BE A NECESSARY TRANSFER (TEACHER)?** – For teachers a Necessary Transfer is determined by certification and lowest score on the BEST Rubric. If an allocation is being reduced in fifth grade, then all of the teachers in 1-8 (including math and reading intervention) would have BEST Rubrics compared and the lowest score would be the person that is identified for transfer. In high school each department is separate. In K-8 these are the departments: PK, K, 1-8 (including math intervention, reading intervention), special education (one department for high and low incidences, the only exceptions are Visually Impaired and Hearing Impaired), music, art, PE.

**HOW IS IT DETERMINED WHO WILL BE A NECESSARY TRANSFER (PARAPROFESSIONAL)?** – For paraprofessionals a Necessary Transfer is determined by classification and seniority. If an Instructional Assistant allocation is being reduced all of the paras in that classification will have seniority compared. Lowest seniority will be identified for transfer.

**HOW DOES A TEACHER OR PARAPROFESSIONAL THAT IS A IDENTIFIED AS A NECESSARY GET A NEW ASSIGNMENT?** - Everyone still has a job, it is going to be at a new school. All teachers and paraprofessionals that are identified as a Necessary Transfer should participate in the Open Position Interview Period (OPI). During this time a person can interview at a school or at the OPI Interview Fair. Anyone that does not have a position at the end of the OPI period will be assigned a position by the CEO's designee. Everyone has a job.

**WHAT ARE OPEN POSITIONS?** – Schools that are gaining allocations or that have teachers or paraprofessionals that are resigning/retiring may have unfilled allocations. These are the positions that will be available to interview for during the Open Position Interview Period (OPI). All positions that are available will be posted on the Open Position List on the CTU website.

**ARE TEACHERS AND PARAPROFESSIONALS IDENTIFIED FOR TRANSFER THE ONLY PEOPLE THAT CAN INTERVIEW DURING THE OPI?** – No. During the spring OPI any teacher or paraprofessional may interview. Just submit an Interest to Interview Form to the schools that you are interested in or attend the OPI Interview Fair. This is the only time of the year that a teacher or paraprofessional can voluntarily interview for and actively seek out another position.