

**OFFICE OF HUMAN RESOURCES AND DEVELOPMENT  
2017–2018 Staffing Calendar for Teacher-level Positions  
Revised as of March 10, 2017**

<b>Wednesday, March 1, 2017</b>	Teachers on leave of absence are required to declare intent-to-return, to terminate employment, or to request an extension (see MCEA contract, p. 75, Article 30B, 2e).
<b>Friday, March 3, 2017</b>	Principals are sent staffing allocations.
<b>Monday, March 6– Friday, March 10, 2017</b>	Principals notify involuntary transfers. Priority placements (involuntary transfers and those returning from leave of absence) are due to the Office of Human Resources and Development (OHRD). Send the form via e-mail to <a href="mailto:TeacherStaffingTeam@mcpsmd.org">TeacherStaffingTeam@mcpsmd.org</a> . (The form is interactive and can be filled out online.)
<b>Monday, March 6– Friday, March 10, 2017</b>	Principals begin submitting vacancy postings using <i>MCPS Careers</i> for approval by OHRD.
<b>Wednesday, March 8– Friday, March 10, 2017</b>	Leadership positions may be advertised on Wednesday, March 8, 2017, and positions may be offered beginning Friday, March 10, 2017.
<b>Friday, March 17, 2017</b>	Approved requisitions will be released on <i>MCPS Careers</i> (see p. 66, Article 24D).
<b>Monday, March 20, 2017</b>	Principals schedule teachers for job fair interviews by reviewing applicants' profiles using <i>MCPS Careers</i> .
<b>Thursday, March 23, 2017</b>	Priority Placement Transfer Information Meeting <b>Location:</b> Richard Montgomery High School <b>Time:</b> 4:00–6:00 p.m. This meeting is only for teachers who have been involuntarily transferred or are returning from leave (see p. 68, Article 25I).
<b>Monday, March 27– Wednesday, March 29, 2017</b>  <b>See Attachment B</b>	<b><u>JOB FAIRS for internal candidates*</u> (See Attachment B)</b> Monday, March 27; 4:30–7:30 p.m. Title I elementary schools— <i>Interviews held at the school.</i> Monday, March 27; 4:00–7:00 p.m. Secondary schools with 50% or more of students receiving Free and Reduced-price Meals System (FARMS) services— <i>Interviews held at the school.</i> Tuesday, March 28; 4:30–7:30 p.m. Upcounty elementary schools— <i>Northwest High School.</i> Tuesday, March 28; 4:00–7:00 p.m. All middle schools— <i>Albert Einstein High School.</i> Wednesday, March 29; 3:30–6:30 p.m. All high schools— <i>Watkins Mill High School.</i> Wednesday, March 29; 4:30–7:30 p.m. Downcounty elementary schools— <i>Montgomery Blair High School.</i>  <b>Only jobs in Title I schools and secondary schools with 50% or more of students receiving Free and Reduced-price Meals System (FARMS) services can be offered beginning Wednesday, March 29, 2017; all other jobs can be offered beginning Thursday, March 30, 2017.</b>  *Each school will participate at the job fair scheduled for its level even if no interviews are scheduled (see p. 66, Article 24B2).
<b>Thursday, March 30– Friday, April 28, 2017</b>	Voluntary transfer season begins. Principals can interview voluntary, involuntary, and open contracted teachers. Principals make staffing recommendations to the Department of Certification and Staffing (DCS) via <i>MCPS Careers/Applicant Tracking System</i> . In order to make a staffing recommendation, a posting must exist on the <i>MCPS Careers</i> web page. Please note: The voluntary season closes temporarily on Friday, April 28, 2017.

<b>Monday, April 3, 2017</b>	Teachers on leave of absence 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 3, 2017, including child-care leave (see p. 75, Article 30B, 2e and p. 82, Article 30I, 2e). Applications for personal, professional/improvement, teaching at an approved college or university, and overseas teaching leave are due.
<b>Monday, April 10– Monday, April 17, 2017</b>	<b>Spring Break</b>
<b>Friday, April 28, 2017</b>	Voluntary transfer season temporarily closes at 5:00 p.m.
<b>Monday, May 1, 2017</b>	The state of Maryland deadline for non-tenured teachers to resign without breach of contract. (Please share and publish this date for non-tenured teachers at your location.)
<b>Thursday, May 4, 2017</b>	OHRD and the Office of School Support and Improvement Staff Priority Placement Meeting—8:30 a.m., CESC, Room 100
<b>Thursday, May 4– Friday, May 5, 2017</b>	Notification of assignments begins for MCPS priority placements (see p. 68, Article 25). Remaining open contracted teachers will receive priority consideration.
<b>Monday, May 8– Thursday, July 20, 2017</b>	Voluntary transfer season reopens and open contracted teachers are available to be recommended for hiring in fields for which all priority placements have been made.
<b>Thursday, June 15, 2017</b>	Teachers on leave of absence for child care—these applications are due on Thursday, June 15, 2017, to extend child-care leave for leave beginning <u>after</u> April 1, 2017 (see p. 82, Article 30I, 2e).
<b>Friday, July 14, 2017</b>	The state of Maryland deadline for tenured teachers to resign without breach of contract is Saturday, July 15, 2017. Please share and publish this date for tenured teachers at your location. Applications for long-term child-care leave are due.
<b>Thursday, July 20, 2017</b>	Last day for voluntary transfers (see p. 67, Article 24L). All internal grade, subject, and department-level changes are due to their OHRD staff member no later than 5:00 p.m.