

**PERSONNEL EVALUATION and EMPLOYMENT TIMELINES
2008-2009 SCHOOL YEAR**

	<u>Timeline</u>
I. ADMINISTRATIVE PERSONNEL	
a. Present recommendations for re-contract for Board Approval	March 10, 2009
b. Issue contracts	March 11, 2009
c. Signed contracts DUE to Human Resources	March 25, 2009
d. Submit completed GLEI Evaluations or Columbia Co. Administrative Appraisal to Human Resources	March 31, 2009
II. PROFESSIONAL PERSONNEL	
a. Send roster memorandum to principals	January 12, 2009
b. Return completed roster recommending contract to Human Resources	January 26, 2009
c. Submit letter to superintendent of employees NOT recommended. NOTE: If additional time is needed, please submit NO LATER THAN March 30, 2009	January 26, 2009
d. Present recommendations for re-contract for board approval	February 24, 2009
e. Issue contracts	February 25, 2009
f. Signed professional contracts DUE to Human Resources	March 11, 2009
g. Submit completed evaluations to Human Resources	March 31, 2009
h. Addendum to the teacher evaluation DUE to Human Resources	May 28, 2009
III. AUXILIARY PERSONNEL	
a. Report auxiliary vacancies/displaced staff to Human Resources	March 3, 2009
b. Return completed rosters and evaluation forms to Human Resources	April 20, 2009
c. Submit required documentation on employees NOT recommended for continued employment	April 20, 2009
d. Have vacancies filled and resignation letters submitted to Human Resources	June 1, 2009

**INTRASYSTEM PROFESSIONAL TRANSFER TIMELINES
FOR 2009-2010 EMPLOYMENT**

a. Submit professional vacancy list to Human Resources	January 26, 2009
b. Distribute vacancy list and intra-system transfer procedures to professional personnel	January 30, 2009
c. Intra-system transfer & new hire interview week (No recommendations will be accepted and no one should be told a position has been filled)	February 16-20, 2009
d. Target date to clear principals to hire outside of system and system transfers for posted vacancies	March 12, 2009
e. Phone Human Resources to update vacancy list after contracts have been received	March 12, 2009

TEACHER INTERVIEW SCREENING DATE Savannah Rapids Pavilion February 13, 2009