

DENVER PUBLIC SCHOOLS  
 PROCESS FOR TEACHER STAFFING  
 2009-2010

UPDATED: FRIDAY, JANUARY 9, 2009

Principal/AP Institute-“Leveraging the Single Staffing Cycle”	AP’s-January 7 Principals-January 8
NCLB reports (Qualified Teachers) sent to principals	January 7 and 8
Schools to implement their own Declaration of Intent processes	January 9-February 6
Preliminary enrollment predictions sent to principals from Planning Office	January 12
Principals meet with CSC’s to discuss staffing priorities	January 13-February 6
Final enrollment projections sent to principals from Planning Office	January 21
Early retirement notification due to HR (contractual deadline)	February 1
Teachers return updated qualifications/plans (if applicable)	February 2
Teachers requesting leave, change in status etc. submit forms to HR (general leave, study/travel/research leave, Charter School leave, return from leave, resignation, move to part-time, intent to vacate)	February 2-6
Budget office emails budget forms to principals	February 6
1:1 Budget/HR meetings	February 9-20
RIB forms due to HR	February 9-25
OPTIONAL: School House Shuffle (In-building bidding) <ul style="list-style-type: none"> <li>• Job requisitions, budget approval</li> <li>• Jobs live on the web-Internal building teachers apply</li> <li>• Conduct internal candidate interviews and make selections</li> </ul>	February 9-25
Submit job requisitions for budget approval <ul style="list-style-type: none"> <li>• Requisitions will be posted following 1:1 budget/HR meetings assuming all contractual guidelines have been met (RIBS submitted to HR, budget approval from CSC.)</li> </ul>	February 9-25
Open market hiring begins for High School, Middle School and K-8 <ul style="list-style-type: none"> <li>• Jobs live on the web (internal and external teachers apply)</li> <li>• Candidate interviews and selections</li> </ul>	February 13-June 1
Open market hiring begins for Elementary Schools <ul style="list-style-type: none"> <li>• Jobs live on the web (internal and external teachers apply)</li> <li>• Candidate interviews and selections</li> </ul>	February 20-June 1
Non-renewals of unassigned probationary teachers	February 20 through the May Board meeting
First round of placement of unassigned teachers	April 10
Internal teacher transfer process ends <i>NOTE: A teacher may move after June 1 ONLY if there is mutual agreement with both principals OR if the movement is developmental opportunity for the teacher, i.e. moving to a facilitator, AA, TOSA, student advisor, or moving outside of the DCTA bargaining unit.</i>	June 1
Second round of placement of unassigned teachers (if necessary)	June 5

