

TO: ALL PRINCIPALS AND DEPARTMENT HEADS

FROM: DR. ALAN SCOTT, ASSISTANT SUPERINTENDENT
KEITH LEONARD, DIRECTOR
JERRY CAINE, MANAGER

DATE: January 12, 2009

SUBJECT: 2009 HARD HIRING FREEZE

Effective immediately, all positions (both school-based and district level) regardless of funding source, which become vacant due to the resignation, retirement, promotion or leave of absence of a permanent employee are to fall within the guidelines of the hiring freeze listed below. Classroom teaching positions which become vacant due to the resignation, retirement, promotion or leave of absence will be filled with substitutes. Exempted from the hiring freeze are all instructional Exceptional Student Education (ESE) positions and all instructional positions at any school cited for interventions through FLDOE Differentiated Accountability.

Instructional transfers are NOT ALLOWED during the hiring freeze.

HIRING FREEZE GUIDELINES FOR EDUCATIONAL SUPPORT PERSONNEL POSITIONS (BOTH SCHOOL BASED AND DISTRICT LEVEL)

- Positions of school secretary, data specialist, food service manager, head custodian, finance specialist and all direct instructional student contact positions may be filled with a temporary promotion or temporary employee. (See applicable Master Contract language for clarification of procedures to be followed).
- All other positions will remain vacant unless approved by the Superintendent.
- The usual process should be used to acquire substitutes (where authorized) on a day-to-day basis.
- For assistance in filling an Educational Support vacancy, contact the Educational Support Department at 469-6170, or you may email your request.