

**Fiscal Year 2026 Staffing Calendar for Teacher-Level Positions**

Attachment B

<b>DATES</b>	<b>Process</b>	<b>Activity</b>
<b>February 27, 2025</b>	Information Action	<ul style="list-style-type: none"> <li>Principals of Innovative School Year will receive staffing allocations (not including special education), and may begin to advertise positions and interview candidates. (Reminder: all special schools, Alternative Education Programs at the Blair G. Ewing Center, and Thomas Edison School of Technology already have access to their allocations as released with the budget.)</li> <li>Per Article 18E. Requests by non-tenured teachers who wish to transfer from innovative school year calendar schools will be evaluated on a case-by-case basis. Staff who choose to opt out will be considered involuntary transfers and will be given priority placement status pursuant to Article 25 of the Montgomery County Education Association (MCEA) Negotiated Agreement, provided they notify Montgomery County Public Schools (MCPS) in writing by the second Friday in February.</li> </ul>
<b>March 6, 2025</b>	Information	<ul style="list-style-type: none"> <li>Leadership positions may be advertised and recommendations for hire can be made for positions where there is confirmation of a vacant position (see Attachment A for designated leadership positions).</li> <li>Leadership positions must be advertised for a <b>minimum of seven calendar days</b>.</li> </ul>
<b>March 4, 2025</b>	Action- Hiring Managers	<ul style="list-style-type: none"> <li>Principals complete the <a href="#">Google Form link</a> in the memo to register for the required virtual teacher job fairs. (The comprehensive document with links and scheduled times for each school will be available on the MCPS Careers website in advance of the job fairs.)</li> </ul>
<b>By March 6, 2025</b>	Information	<ul style="list-style-type: none"> <li>Principals will receive the Fiscal Year (FY) 2026 Staffing Allocations</li> <li>Principals will receive the FY 2026 Staffing Allocations memoranda via the Weekly Principals Memoranda email on or before March 6th.</li> <li><a href="#">Directions to access APR Report</a></li> </ul>
<b>Beginning March 6, 2025</b>	Action-Hiring Managers	<ul style="list-style-type: none"> <li>Hiring managers begin to submit requisitions on <i>MCPS Careers</i> for approval by the Office of Human Resources and Development (OHRD). Approved requisitions will be released upon confirmation of a vacant position.</li> </ul>
<b>March 6–March 17, 2025</b>	Action-Hiring Managers	<ul style="list-style-type: none"> <li>Principals will notify employees who have been involuntarily transferred by <b>March 17, 2025</b>. The window to inform teachers of their involuntary status is open from <b>March 6–March 17, 2025</b>.</li> <li>Send involuntary transfer information to OHRD. Send the Excel spreadsheet via email to the <a href="#">staffing coordinator</a> assigned to your school. Due no later than <b>Monday, March 17, 2025</b>.</li> </ul>
<b>March 25, 2025</b>	Information and Action-MCEA Employee	<p><b>Priority Assignment Transfer Information Meeting</b>            Time: 4:30–5:30p.m.            Please click the link below to join the webinar (more meeting details below):</p> <p><a href="https://mcpsmd.zoom.us/j/81899339679?pwd=Dnz4GvzTvpS4VGBZvhMQcWiBqCftFs.1">https://mcpsmd.zoom.us/j/81899339679?pwd=Dnz4GvzTvpS4VGBZvhMQcWiBqCftFs.1</a></p> <p>Passcode:673030</p>

**Fiscal Year 2026 Staffing Calendar for Teacher-Level Positions**      Attachment B

		<b>This meeting is only for teachers who have been involuntarily transferred or are returning from leave (MCEA contract, Article 25I).</b> Please share access information with identified teachers.
<b>April 1, 2025</b>	Action-MCEA Employee	Teachers on leave of absence (non-medical) are required to declare their intent to return, to terminate employment, or to request an extension by working with ERSC.
<b>March 26 and March 27, 2025</b>	Action-Hiring Managers	<b>Virtual Teacher Job Fairs</b> Schedule of dates and times for schools will be posted in advance on the MCPS Careers website. School teams will participate during a two-hour block of time on one of the designated dates. (Article 25B2)
<b>March 31- April 25, 2025</b>	Action-MCEA Employee and Hiring Managers	<b>Voluntary Transfer Season. The voluntary transfer season is from Monday, March 31, 2025-Friday, April 25, 2025.</b> <ul style="list-style-type: none"> <li>● Principals at designated schools identified above can interview current MCPS teachers who are eligible to transfer, as well as external teacher candidates in all critical shortage areas, other than English and social studies.</li> <li>● All other schools may interview only current MCPS teachers who are eligible to transfer.</li> <li>● All principals will make recommendations for hire for positions that have been advertised via MCPS Careers/ATS.</li> </ul>
<b>April 25, 2025</b>	Action-MCEA Employee and Hiring Managers	Voluntary transfer season temporarily closes at 5:00 p.m. <ul style="list-style-type: none"> <li>● <b>The voluntary transfer season will close Friday, April 25, 2025, at 5:00 p.m. and will reopen on May 9, 2025.</b> (See MCEA Contract Article 25B7)</li> </ul>
<b>Apr 1, 2025</b>	Action-Employee	<u>Teachers on leave of absence</u> 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 1, 2025, including child care leave (MCEA contract, Article 30I, 2e. and Article 30I, 2e.). Applications for personal, professional/improvement, and overseas teaching leave are due to the Employee and Retirement Service Center.
	Info-ALL	<b>April 14, 2025–April 21, 2025, Spring Break: No school for students and TeacherApril 16 2025–April 21, 2025 Schools and offices are closed</b>
<b>May 8, 2025</b>	Action-OSSWB and OHRD	<ul style="list-style-type: none"> <li>● <b>OHRD and Office of School Support and Well-Being (OSSWB) Priority Assignment Meeting</b> Time: 11:00 a.m.–1:00 p.m. Notification of teacher priority assignments begins. (MCEA contract, Article 26G)</li> </ul>
<b>May 9, 2025</b>	Action-Hiring Managers	<b>Voluntary Transfer Season reopens.</b> <ul style="list-style-type: none"> <li>● External candidates may be hired in all schools.</li> <li>● Recommendations for hire will not be accepted in fields for which priority placements have not been finalized. (<a href="#">Link to the open/closed list</a>)</li> </ul> Voluntary Transfer Season remains open through Sunday, July 20, 2025.
	Action-MCEA Employee	<ul style="list-style-type: none"> <li>● The state of Maryland deadline for non-tenured teachers to resign without breach of contract.</li> </ul>

**Fiscal Year 2026 Staffing Calendar for Teacher-Level Positions** Attachment B

	Action-OHRD	Open contracted teachers who have not been recommended for hire and teachers remaining on the involuntary transfer list may be assigned to schools with vacancies.
	Action-MCEA Employee	Teachers whose child care leave began after March 31, 2024, must submit an extension of the original leave to ERSC no later than June 14, 2024 (MCEA contract, Article 30I, 2f.).
	Action-MCEA Employee	<ul style="list-style-type: none"> <li>The state of Maryland deadline for tenured teachers to resign without breach of contract is <b>Tuesday, July 15, 2025.</b></li> </ul> Applications for long-term child care leave and long-term family leave are due.
	Action-MCEA Employee	Last day of the voluntary transfer season and internal teacher transfers is contractually identified as July 20, 2025, (MCEA Contract Article 25A9). However, as July 20th is a Sunday, the deadline for recommendations for hire will be extended to 12:00 p.m. on Monday, July 21, 2025. After this time, recommendations for hire in lateral teacher-level positions will not be processed without documented principal agreement.

Link to [MCEA Negotiated Agreement](#) (2023–2027)

**Priority Assignment Transfer Information Meeting**

Time: 4:30 p.m.–5:30 p.m.

Please click the link below to join the webinar (more meeting details below):

When: March 25, 2025 4:30 p.m. Eastern Time (US and Canada)

Topic: 2025 Involuntary Teacher Transfer Webinar

Please click the link below to join the webinar:

<https://mcpsmd.zoom.us/j/81899339679?pwd=Dnz4GvzTvpS4VGBZvhMQcWiBqCftFs.1>

Passcode:673030

**Early Hiring Schools**

Burtonsville Elementary School

Gaithersburg Middle School

Newport Mill Middle School

Paint Branch High School

John L. Gildner Regional Institute for Children and Adolescents (JLG-RICA)

**Current Title I and Focus Schools**

<https://www.montgomeryschoolsmd.org/departments/dtecps/title1/how-to-identify-title-i-schools/>