



Human Capital Support for Consolidating Schools (WTU)

Frequently Asked Questions

When will my position be eliminated?

You will receive your official Notification of Excess this spring to allow you as much time as possible to secure a new position. The effective date of excess will be the last day of school, June 19, 2014. You will have 60 days from that date to find a new position (August 18, 2014).

When can I start interviewing at other schools?

You can start reaching out to principals now, and OHC will facilitate with hiring events in the spring. OHC will also host interview events at which you can sign up to meet with specific principals. Hiring events will continue throughout the staffing season.

When can Principals hire me for a new position?

Principals can begin hiring for NEW positions as soon as their budgets are finalized. This will be in between mid-March and early April. They will be able to hire for all of their positions in May, after the Declaration of Intent to Not Return is finalized.

How is OHC going to help me find a new job?

The Office of Human Capital will be providing a variety of supports in the coming months to help you find a new position within DCPS:

Tentative Timeline

Date	Action
March 10, 2014	You will receive an invite to update your information in our database
Mid-March	Resume workshop , location TBD
April 18, 2014	Vacancy lists begin to be posted on the Educator Portal every Friday
May 17, 2014	Principals can begin hiring for all positions
June 19, 2014	Effective date of excess, 60-day window begins
August 1, 2014	Excessed WTU members informed of their eligibility for mutual consent options
August 4, 2014	11-Month employees report for SY14-15
August 18, 2014	10-month employees report for SY14-15
August 20, 2014	WTU 60-day window closes
August 25, 2014	First day of school for students

Supports Offered by OHC

Priority Consideration Database

Watch your dc.gov email for an invitation to update your contact information and submit a resume so we can provide your information to principals. This database will also capture your interest in related positions, and other relevant hiring information.

Resume & Interview Workshops

OHC will offer resume and interview workshops at your school in March to help you prepare for hiring events and interviews at other DCPS schools. At these events, members of the Human Capital team will provide tools and guidance to help you build a strong resume, and practice answering interview questions.

Exclusive Hiring Event for Sharpe and Mamie D. Lee staff

Hiring event exclusively aimed at Sharpe and Mamie D. Lee staff and principal of the receiving school will be held in March. This event will also be open to other school leaders to give them an early chance to retain our great employees.

Interview Fairs

All interested employees will be guaranteed at least one interview with the Principal of the receiving school. To facilitate these interviews, OHC will organize interview events at a central location. Employees will have the opportunity to sign up for specific time slots with the Principal.

Staffing Point of Contact

Tammy Whyte (tammy.whyte@dc.gov), the Strategic Staffing Coordinator for your school is your point of contact throughout this process. She will be able to answer your questions and provide guidance throughout the spring and summer. She will also help you in connecting directly with principals with anticipated vacancies in your subject area.

Important Note: All communications from OHC, including offer letters, will be sent to your dc.gov email address.



Human Capital Support for Consolidating Schools - Administrative and Support Staff (Non –WTU)

Frequently Asked Questions

When will my position be eliminated?

You will receive your official Notification of Reduction in Force this spring to allow you as much time as possible to secure a new position. The effective date of Reduction in Force will be August 9, 2014.

When can I start interviewing at other schools?

You can start reaching out to principals now, and OHC will facilitate with hiring events in the spring. OHC will also host interview events at which you can sign up to meet with specific principals. Hiring events will continue throughout the staffing season.

When can Principals hire me for a new position?

Principals can begin hiring for NEW positions as soon as their budgets are finalized. This will be late March to early April. They will be able to hire for all of their positions in mid-May.

How is OHC going to help me find a new job?

The Office of Human Capital will be providing a variety of supports in the coming months to help you find a new position within DCPS:

Tentative Timeline

Date	Action
March 10, 2014	You will receive an invite to update your information in our database
Mid-March	Resume workshop , location TBD
April 18, 2014	Vacancy lists begin to be posted on the Educator Portal every Friday
May 17, 2014	Principals can begin hiring for all positions
August 9, 2014	Effective date of the RIF
August 18, 2014	10-month employees report for SY14-15
August 25, 2014	First day of school for students

Supports Offered by OHC

Priority Consideration Database

Watch your dc.gov email for an invitation to update your contact information and submit a resume so we can provide your information to principals. This database will also capture your interest in related positions, and other relevant hiring information.

Resume & Interview Workshops

OHC will offer resume and interview workshops at your school in March to help you prepare for hiring events and interviews at other DCPS schools. At these events, members of the Human Capital team will

provide tools and guidance to help you build a strong resume, and practice answering interview questions.

Exclusive Hiring Event for Sharpe Health and Mamie D. Lee staff

There will be a hiring event exclusively for Sharpe Health and Mamie D. Lee staff and the principal of the receiving school, to be held in March. This event will also be open to other school leaders to give them an early chance to retain our great employees.

Interview Fairs

All interested employees will be guaranteed at least one interview with the Principal of the receiving school. To facilitate these interviews, OHC will organize interview events at a central location. Employees will have the opportunity to sign up for specific time slots with the Principal.

Staffing Point of Contact

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