

## Personnel Department Workshop Schedule 2009-2010

### New Principal Orientation for Personnel Issues

Date/Time: Wednesday, September 9<sup>th</sup> 9 AM to 12 Noon  
Location: IISD Administrative Conference Room  
Audience: All campus principals new to IISD or new to the position  
Topic: Overview of IISD policies and procedures regarding Personnel issues

### New Assistant/Vice Principal Orientation for Personnel Issues

Date/Time: Thursday, September 24<sup>th</sup> 9 AM to 12 Noon  
Location: IISD Administrative Conference Room  
Audience: All campus principals new to IISD or to the position  
Topic: Overview of IISD policies and procedures regarding Personnel issues

### Update on Personnel: Payroll / Substitutes / FLSA / FMLA / ETC

Date/Time: Tuesday, October 6<sup>th</sup> 9 AM to 11:00 AM or 1 PM to 3 PM  
Location: Board Room  
Audience: At least one administrator from each campus, all new administrators and all campus/department secretaries  
Topic: Overview of IISD policies and procedures regarding Personnel, Payroll, Substitutes, FMLA, FLSA, Leaves and Absences, ETC.

## Evaluations, Contracts & Selection of Effective Teachers

Date/Time: Wednesday, January 6 9 AM to 11 AM or 1:00 PM to 3:00 PM  
Location: Board Room  
Audience: At least one administrator from each campus, plus all new administrators  
Topic: Overview of state and local rules regarding evaluations; non-renewal, renewal, and termination of contracts; as well as federal, state, and district rules regarding the hiring of new staff members. Strategies will be presented on selecting the right person for the right position

## Other Important Personnel Events:

### Future Principals Meeting

Date/Time: Thursday, November 5 4:15 to 5:30 PM  
Location: IISD Board Room  
Audience: Anyone interested in pursuing a career in public school administration  
Topic: Discussion of appropriate degrees and certification toward the principalship, plus strategies for securing a position. Also discussed is the Irving ISD Administrative Internship Program where selected participants earn a degree from UTA while working as an Administrative Intern on an IISD campus.

### IISD Job Fair

Date/Time: Saturday, April 17 9 AM to 3 PM  
Location: The Academy of IISD