

January 17, 2021

Hello School Leaders,

I hope everyone had a nice holiday weekend in remembrance of Dr. Martin Luther King, Jr. I don't have any new information to share this week but wanted to include the reminders below.

Reminders/Action Items:

- **Job Postings:** A reminder that the state now requires all job postings to include salary and benefit information. More details can be found in this [memo from Human Resources](#). Other things to note:
 - In general, if a job opening was posted prior to January 1, 2023, and it will be taken down once filled, then it is not necessary to repost the position with this new required information. However, this only applies if the posting is not 'ongoing' in nature. For example, some schools keep a job open indefinitely (i.e., an ongoing posting for a substitute teacher). In this type of situation, the posting **must be updated** to include the new requirements.
 - If a posting needs to be updated, then close the posting and create a new one which includes the required salary & benefit information. Submit the new requisition in Frontline for approval (same process as before).
 - Please note that after January 1st, if a new job posting is submitted without the required information, the requisition will be denied. You will receive an email requesting that you re-submit the requisition with the required information. Note: This email will come from the Frontline system, not an OCS email address.
 - Please take this opportunity to log into Frontline and ensure that all old/outdated postings have been closed.
 - If you have any questions, please reach out to Synthia Kaldi our new OCS team member at: Synthia.Kaldi@seattlearch.org Moving forward, Synthia will be the point person for Frontline postings and questions. Thank you!
- **Self-Assessment & Goals Sheets Due:** Please send me your completed and signed self-assessment document and goals sheet (2 separate documents) if you haven't had a chance to do so. The documents should be signed by both you and your pastor/canonical leader. Thank you!
- **Intent Forms:** Please send me your [Intent to Return Form](#) as soon as possible, but no later than March 15th. Pastors have received their forms as well. Thank you!

Have a great week!

Best to all,

Pam 😊