

HOW TO SIGN YOUR 2023-2024 CONTRACT OR NOTICE OF APPOINTMENT

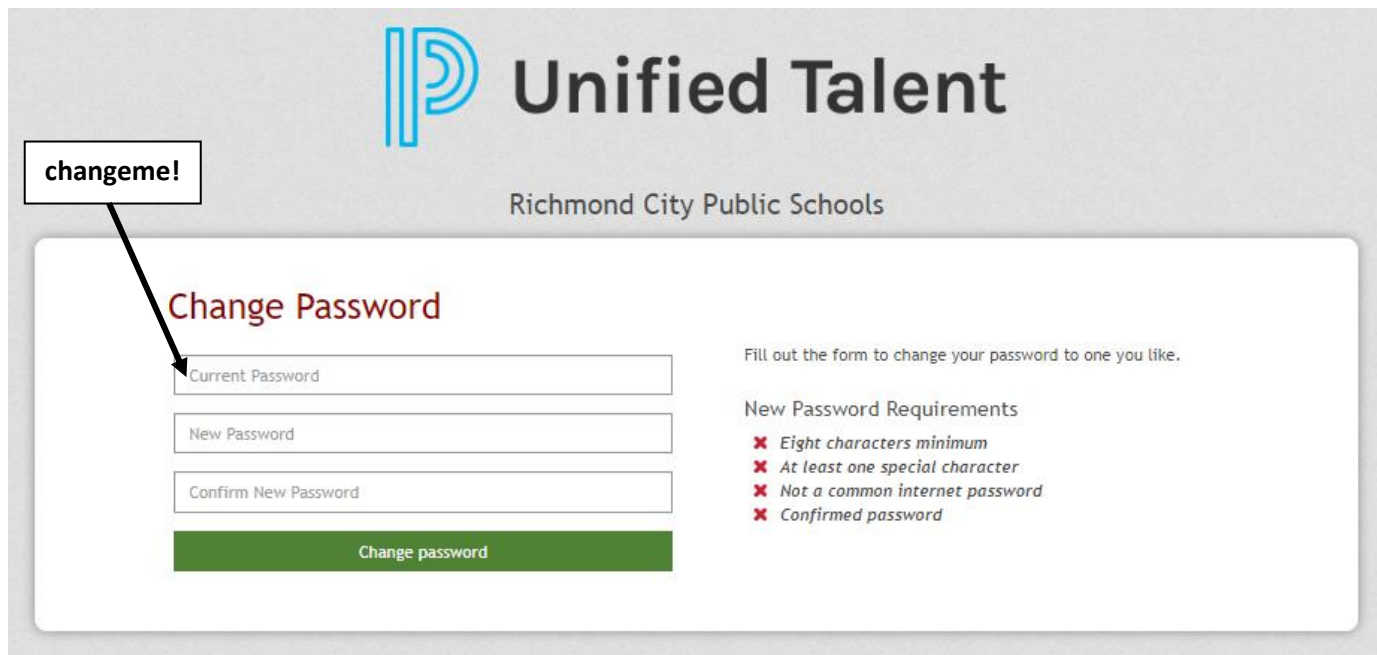
1. Navigate to the TalentEd website www.richmondcity.tedk12.com and select TalentEd Records.



2. **NEW USERS** (Current users skip to #4)

Username = Your RPS email including @rvaschools.net
Initial Password = changeme!

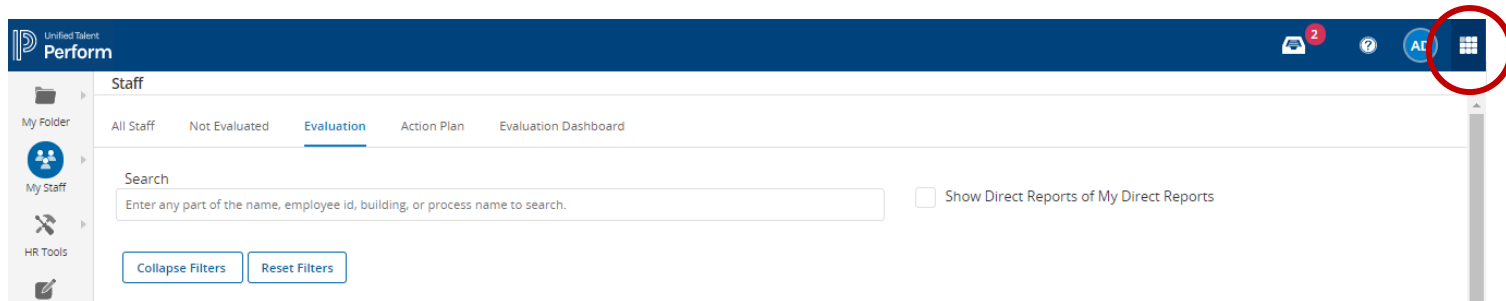
3. You will be asked to change your password.



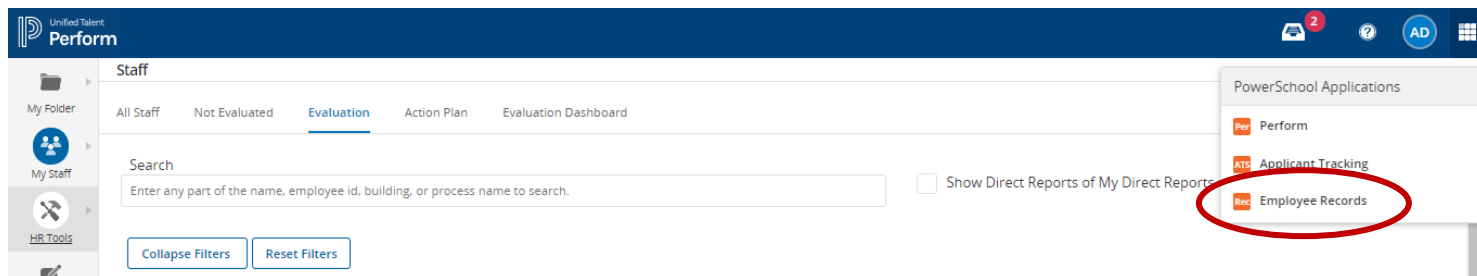
4. CURRENT USERS

If you forgot your password, please email talentoffice@rvaschools.net.

If your landing page is Perform or Recruit and Hire, click on the box at the top right corner.



5. Select Employee Records.



6. The landing page for RECORDS is “MY TASKS”

7. From the “ALL TASKS” list, choose “SIGN/APPV/REV” to open the CONTRACT OR NOTICE OF APPOINTMENT document.

The screenshot shows a web interface for 'My Tasks'. At the top, 'My Tasks' is circled in red. Below it, there are tabs for 'Needs Attention' and 'Completed'. A dropdown menu is set to 'All'. A table lists tasks with columns: Task, Related Staff, Checklist, Due Date, Delete, and Actions. One task is listed: '2021-2022 Continuing Contract with Professional Pe' by 'Alyson Davis'. In the 'Actions' column, a button labeled 'Sign/Appv/Rev' is circled in red. At the bottom left, it says '1 - 1 of 1 Results' and at the bottom right, 'Results Pa'.

8. REVIEW the document for correct spelling of name, job title, salary and type of contract.

WHEREAS, state law provides for continuing contracts between local school boards and certain members of the instructional staff who qualify for such contracts under the law and/or regulations of the Board of Education; and

WHEREAS, the School Board agrees to employ and Employee agrees to accept such employment in the position of

TEACHER 200 DAYS

subject to the authority of the School Board, under the supervision and direction of the division superintendent of schools (“division superintendent”).

NOW THEREFORE, for and in consideration of the mutual agreements, covenants, terms and conditions hereinafter set forth, the parties agree as follows:

1. Employee shall perform such duties during the period of this contract as are deemed necessary by the School Board and division superintendent for the efficient and successful operation of the school system.
2. Employee shall comply with all federal and state laws, Board of Education regulations, and all policies, rules and regulations of the School Board and the division superintendent now or hereafter in effect, and shall make promptly and accurately all reports required by the division superintendent.
3. Employee hereby agrees to abide by the provisions of the Constitution of Virginia and the Constitution of the United States.
4. The division superintendent shall have authority to assign Employee to his or her respective position in the school wherein they have been placed by the School Board and may reassign any teacher, assistant principal or principal to any school within the school division during the term of this contract in accordance with School Board policies; provided no change or reassignment shall adversely affect the salary of such employee under this contract.
5. The reassignment of administrative or supervisory personnel to a teaching position shall be in accordance with Section 22.1-294 of the Code of Virginia (1950), as amended.
6. In the event schools are closed temporarily as a result of an epidemic or for other necessary cause, the School Board may require such loss of time to be made up within the school term or at its election, the School Board may extend the school term.
7. This contract shall remain in force and effect from year to year, subject to all of the provisions set forth herein, unless modified in writing by the parties. The School Board, upon recommendation of the division superintendent, reserves the right to dismiss or suspend Employee, paying for services rendered in accordance with this agreement on a pro-rata basis to date of dismissal. This contract shall not operate to prevent discontinuance of employment as provided or allowed by law. Employee's failure to fulfill this contract shall constitute sufficient cause for the termination of the contract by the School Board.

Close Print Print as PDF Submit Unlock

9. If not returning for the 2023-2024 school year, skip to step 13.

10. Choose **"PRINT as PDF"** to print a copy for your files.
11. Type your name in the **SIGNATURE** field and **CHECK** the box "I have read and accept..."
12. Select **"SUBMIT"** to complete the contract task. **If you DO NOT select "SUBMIT", your contract WILL NOT be completed and signed.**

Please Click to View/Hide the Workflow

Sign

Current User: Alyson Davis

Date: 6/2/2023

Signature required

I have read and accept the [Electronic Signature statement](#)

Close Print Print as PDF Submit Unlock

A screenshot of a digital signature interface. The form is titled "Sign" and includes fields for "Current User" (Alyson Davis) and "Date" (6/2/2023). There is a "Signature" field with a "required" label, which is highlighted with a red oval. Below it is a checkbox labeled "I have read and accept the Electronic Signature statement", also highlighted with a red circle. At the bottom of the form are five buttons: "Close", "Print", "Print as PDF", "Submit", and "Unlock". The "Submit" button is highlighted with a red circle.

13. If resigning, please submit a letter of resignation to resignations@vaschools.net by June 15, 2023 with a copy to your Principal/Director. If retiring, please email benefits@vaschools.net by June 15, 2023 with a copy to your Principal/Director. Email talentoffice@vaschools.net with any questions.