

Secondary School Staffing Timelines
Important Dates for 2025-2026

Sept 2025

Timeline		ARTICLE
By Sept. 12	<ul style="list-style-type: none"> ○ District 11 to provide names of committee members representatives to principals ○ An In-School Staffing Committee shall be established in each school for the school year. 	<i>L28.01</i>
Sept. 29	<ul style="list-style-type: none"> ○ Within 20 school days after an experienced teacher begins teaching in a year that is scheduled as an evaluation year for the teacher, the appropriate principal shall notify the teacher that the year is an evaluation year. O. Reg. 264/06, s. 2 	
Sept. 30	<ul style="list-style-type: none"> ○ Principals submit teacher timetables and school supervision schedules to HR by 4:00 p.m. Sept. 27. HR to compile and provide teacher timetables and supervision schedules to the Secondary Staffing Committee by Sept. 30. 	<i>L27.02 (j)</i>
Sept. 30	<ul style="list-style-type: none"> ○ Class Size Reports by Teacher will be run by HR for each school as of the 20th school day and will be forwarded for review to the Secondary Staffing Committee. 	<i>L19.22</i>
By Oct. 31	<ul style="list-style-type: none"> ○ Class Size Reports by Teacher will be run by HR for each school and will be forwarded for review to OSSTF. 	<i>L19.22</i>
By Dec. 31	<ul style="list-style-type: none"> ○ Surplus teachers who have been placed by the Board may exercise their right to return to a semester 2 vacancy for <i>which they are qualified</i> in the school from which they were surplus. 	<i>L30.08</i>
Dec-Jan TBD	<p>Post and apply process for semester 2 vacancies.</p> <ul style="list-style-type: none"> ○ If there are contract lines allocated these lines will be staffed prior to LTO postings ○ Step 1: Internal top up of part time Teachers ○ Step 2: Contract postings for Semester 2 allocations ○ Posting of LTO Vacancies for Semester 2 	
Vacancies Due to HR by 4pm on January 7 LTO Posting Post Jan 9 at 9 a.m. - Close Jan 13 at 12 p.m.	<ul style="list-style-type: none"> ○ LTO lines posted for Second Semester <ul style="list-style-type: none"> ○ Principals to follow Hiring Guidelines per PPM 165. All teachers on OTS Roster are eligible to apply. ○ Once assessments on applicants are complete, the Principal will offer interviews to a minimum of 3 most qualified applicants based on highest OT Assessment score. ● Per letter of understanding, the LTO posting for <u>second semester</u> will be 3 days. 	
LTO Interviews Jan 14-16 LTO Job Offers First Offers Jan 19 between 12pm and 3 pm Acceptances to First Offers due by no later than 8:00 a.m. Jan 20	<ul style="list-style-type: none"> ○ Interviews for LTO lines for second semester ○ LTO Interview invitations will be provided by email and accepted via email. ○ Administrators will endeavor to provide 24 hours notice for offer of interview. ○ LTO Offers- Principals will HOLD their offers and send their first offers in writing via email between 12pm and 3pm day following the interview period, after HR has approved ○ Candidates receiving an offer will have until 8am the following morning to respond to the offer in writing via email. If no response is received, Administrators will assume the teacher has declined the position and the principal may proceed with subsequent offers for the position. 	
During Jan.	<ul style="list-style-type: none"> ○ Teachers in first year of Reciprocal or Cross-Panel Reciprocal Transfer to notify HR of desire to have the transfer made permanent, extended to second year, or return to home schools. ○ Teachers in second year of Reciprocal or Cross-Panel Reciprocal Transfer to notify HR of intent to have the transfer made permanent or return to home schools. 	<i>L29.10- L29.14 L29.27- L29.30</i>
By Jan. 31	<ul style="list-style-type: none"> ○ Letters of intent from Learning Coordinators due to Superintendent of Student Achievement with copies to Supervisor. 	
Feb. 9-13	<ul style="list-style-type: none"> ○ Posting of eLearning expression of interest on SharePoint Job Postings site 	
By Feb. 15	<ul style="list-style-type: none"> ○ Reciprocal Transfer applications (to be included on the list) must be submitted to HR. ○ Cross-Panel Reciprocal Transfer applications (to be included on the list) must be submitted to HR. 	<i>L29.03 L29.19</i>

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By Feb 20 *Subject to change pending funding.	<ul style="list-style-type: none"> ○ Posting requests for Learning Coordinator and TOSA positions submitted to HR. ○ Submit vacancies by no later than Friday, February 20th. ○ ALL known vacancies to be posted on February 23, 2026 by noon. 	
Feb. 24	<ul style="list-style-type: none"> ○ Principals submit teacher timetables and school supervision schedules to HR no later than 4pm, Feb. 24. HR to compile and provide teacher timetables and supervision schedules to OSSTF by Feb. 27. 	<i>L27.02(j)</i>
Feb 23-Feb 27	<ul style="list-style-type: none"> ○ Secondary School Principals submit actual registration in student information system for September 2026 by March 1 and FTE projections for October 31, 2026. 	
By Mar. 1	<ul style="list-style-type: none"> ○ Reciprocal Transfer & Cross-Panel Reciprocal Transfer Request to be distributed by email and lists posted in all work sites (<i>will also be shared on SharePoint by Human Resources</i>) ○ HR to post to SharePoint Friday, February 27th 	<i>L29.05, L29.19</i>
Mar. 2	<ul style="list-style-type: none"> ○ Class Size Reports by Teacher will be run by HR for each school as of the 20th school day of each semester and will be forwarded for review to the Secondary Staffing Committee. 	<i>L19.22</i>
By Mar. 15	<ul style="list-style-type: none"> ○ Request for 1 year leave of absence must be submitted to HR. ○ Request for extension of 1 year leave of absence must be submitted to HR <i>*As of 2023-2024 school year, all 1 Year Leaves under L16.16 ONLY will be staffed with contract teachers.</i> ○ Part-Time leave requests & extensions must be submitted to HR. ○ Teachers interested in participating in Deferred Salary Leave Plan to apply to Board. 	<i>L16.16, L16.16 (c), L34.02, L17.04 (a)</i>
By Mar. 31	<ul style="list-style-type: none"> ○ Class Size Reports by Teacher will be run by HR for each school will be forwarded for review to OSSTF. 	<i>L19.22</i>
By April 2	<ul style="list-style-type: none"> ○ Interviews for Learning Coordinator and TOSA positions to be completed. 	
April 7	<ul style="list-style-type: none"> ○ Schools will receive their allocations from HR. 	<i>L27.02</i>
April 8	<ul style="list-style-type: none"> ○ Principals submit Headship/Assistant Headship vacancies to HR for Round 1 posting of Headship/Assistant Headship vacancies by no later than 4 p.m., Wednesday, April 8th <i>***All Acting Headships/ Acting Assistant Headships will be held until the Round 3 Headship Posting (continued from 2022-2023)</i> 	
April 9 p.m.	<ul style="list-style-type: none"> ○ Placement of Headships affected by LC & TOSA's returning to schools. (Time TBD) 	
Apr 10-14 Opens at 9 a.m. Closes at 12:00 p.m.	<ul style="list-style-type: none"> ○ Round 1 posting of Headship/Assistant Headship Vacancies. 	<i>L25.20</i>
By Apr. 15	<ul style="list-style-type: none"> ○ Temporary withdrawal from Headship position. ○ Request extension of temporary withdrawal from Headship position for one additional year. ○ Resignation of Positions of Added Responsibility effective September 1 must be submitted to the Board. ○ Resignation from a Learning Coordinator position effective September 1 must be submitted to the Board. ○ Board to inform applicants to Deferred Salary Leave Plan of their acceptance into Plan. 	<i>L25.29, L25.31, L7.03 (a), L7.04, L17.04 (b)</i>
Apr. 15-17	<ul style="list-style-type: none"> ○ Interviews for Round 1 posting of Headship/Assistant Headship vacancies. ○ Results must be submitted to HR as soon as interviews are complete, no later than 4 p.m., Friday, April 17th 	
April 16 a.m.	<ul style="list-style-type: none"> ○ OSSTF TVDSB In-Service Meeting 	
Apr. 20 9:00 a.m.	<ul style="list-style-type: none"> ○ Principals submit Headship/Assistant Headship vacancies to HR for Round 2 posting of Headship/Assistant Headship vacancies. <i>*** All Acting Headships/ Acting Assistant Headships will be held until Round 3 Headship Postings (continued from 2022-2023)</i> 	
Apr. 21 p.m.	<ul style="list-style-type: none"> ○ Placement of any remaining LC & TOSA's with headship entitlements returning to schools. (Afternoon- time TBD) 	

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Apr. 22-24 Opens 9:00 a.m. Closes 12:00 p.m.	<ul style="list-style-type: none"> ○ Round 2 posting of Headship/Assistant Headship vacancies. ○ All Headship/Assistant Headship vacancies for September 1, 2026, must be posted. 	L25.20
By April 25th	<ul style="list-style-type: none"> ○ In-School Staffing Committee to review any potential surplus teacher declarations and provide input to Principal before Principal declares any teacher surplus to the school. ○ In-School Staffing Committee to provide input to Principal on school program needs before Principal declares vacant positions in school. 	L28.03(a) L28.03(b)
Apr. 27-Apr. 28	<ul style="list-style-type: none"> ○ Interviews for Round 2 posting of Headship/Assistant Headship vacancies. ○ Results must be submitted to HR as soon as interviews are complete, no later than 4:00 p.m., Tuesday, April 28th. 	
Apr. 30 by 12 p.m.	<ul style="list-style-type: none"> ○ Principals to submit SURPLUS lists to HR no later than 12 p.m., Thursday, April 30th ○ Principals to submit contract vacancies for Round 1 posting of Teacher Initiated Transfers to HR no later than 12 p.m., Thursday, April 30th 	L27.02(f)
Apr 30- May 6	<ul style="list-style-type: none"> ○ Surplus letters from principals to surplus teachers no later than 9am May 6 	L30.04 L27.02(g)
May 4	<ul style="list-style-type: none"> ○ OSSTF and HR Transfer Sub-Committee meeting for LC/TOSA returns, Medical, and Admin. Transfers. 	
May 4 by 4 p.m.	<ul style="list-style-type: none"> ○ Principals <u>update</u> vacancies for Round 1 posting of Teacher, Teacher Initiated Transfers to HR no later than 4 p.m. on May 4th. 	
May 5-7 Opens 9:00 a.m. Closes 12:00 p.m.	<ul style="list-style-type: none"> ○ Round 1 posting of Vacancies for Teacher Initiated Transfers. (Contract Lines) ○ Surplus teachers may also apply to these postings only to their FTE entitlement. 	L29.36
May 8-11	<ul style="list-style-type: none"> ○ Interviews for Round 1 Posting of Vacancies for Teacher Initiated Transfers. ○ Results must be submitted to HR no later than 4:00 p.m., Monday, May 11th. 	
May 12th (Prior to Round 2 Transfers) By 12 p.m.	<ul style="list-style-type: none"> ○ Prior to Round 2 posting of transfers, Principals can look to consolidate Teachers who are shared at two or more locations into their building as long as they have vacancies and have not declared any other teachers surplus. This declaration must be signed by mutual consent between School Principals and the Teacher being consolidated up to their current FTE entitlement. This counts as a Transfer for Part-time Teachers, and Part-Time Teachers cannot increase entitlement via this declaration process. Form must be submitted to HR, no later than Tuesday, May 12th at 12 p.m. 	
May 12 by 4pm p.m.	<ul style="list-style-type: none"> ○ Principals to ensure all contract vacancies are entered for Round 2 Teacher Initiated Transfers, by no later than 4 p.m., Tuesday, May 12th 	
May 14-May 19 Opens at 9 a.m. Closes at 12:00 p.m.	<ul style="list-style-type: none"> ○ Round 2 posting of Vacancies for Teacher Initiated Transfers. (Contract Lines) ○ Surplus teachers may also apply to these postings only to their FTE entitlement. If they are not able to find a position here, they will be placed prior to Round 3. 	L29.36/ L29.41
After May 14-19	<ul style="list-style-type: none"> ○ All vacancies resulting from resignations/ retirements after Round 2 Teacher Initiated Transfers that are not headships will be staffed as LTO for the 2026-2027 school year. 	
May 20-21	<ul style="list-style-type: none"> ○ Interviews for Round 2 Teacher Initiated Transfers ○ Results due to H.R. by no later than 4 p.m., May 21 	
May 22 by 12 p.m.	<ul style="list-style-type: none"> ○ Principals submit ALL known vacancies (including contract and LTO) to HR, by 12 p.m., Friday, May 22nd. ○ Updated Declaration of Surplus Staff by School to HR, due to HR by 12 p.m., Friday May 22nd. ○ Surplus Teacher Request for Transfer forms are due to HR by 12 p.m., Friday, May 22nd. 	L30.07
May 25	<ul style="list-style-type: none"> ○ Preparation day for Surplus Placements 	
May 26	<ul style="list-style-type: none"> ○ HR & OSSTF to review proposed placement of surplus teachers. 	
May 27 by 9 a.m.	<ul style="list-style-type: none"> ○ Principals to submit all known Headship/ Assistant Headship / Acting Headship and Acting Assistant Headship Vacancies for Round 3 to Human Resources. 	
May 28-June 1 Opens at 9 a.m. Closes at 4:00	<ul style="list-style-type: none"> ○ Round 3 (Final Round) of Headship/Assistant/Acting Headship Vacancies ○ All known Headship/Assistant/ Acting Headship vacancies for September 1, 2026, must be posted. ○ <i>New Dept. Head vacancies that arise after this posting will be staffed as Acting Headships within</i> 	

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p.m.	<i>the applicable school for the 2026-2027 school year.</i>	
June 2-3	<ul style="list-style-type: none"> ○ Interviews for Round 3 Headships/ Assistant Headship/ Acting Headships/ Acting Assistant Headships. ○ Results due to H.R. by no later than 4 p.m. June 3rd 	
June 4	<ul style="list-style-type: none"> ○ Principals to update all Contract Line Round 3 Vacancies as required following Surplus Placements and Round 3 Headships by no later than 12 p.m., June 4th. ○ Internal Notice for Part-Time Teachers to Increase FTE. ○ Principals may choose to increase FTE for qualified part-time contract teachers within their school with vacant contract lines after Surplus Placements and Round 3 Headships. ○ Should there be more than one qualified part-time teacher within the school; the Principal shall conduct internal interviews for these lines. ○ Results of FTE increases submitted to HR, no later than 12 p.m. June 4th. <p style="color: red;"><i>*If lines are being used for internal increase, they need to be removed/excluded from the Round 3 vacancies submitted for posting.</i></p>	
June 5-June 9 Opens 9 a.m. Closes at 12:00 p.m.	<ul style="list-style-type: none"> ○ Round 3 Posting – PART TIME Teacher Initiated Transfers and Contract Line Vacancies ○ For Part time Contract Teachers wishing to increase their FTE entitlement either in current school or another school where there is a posting for which they are qualified. ○ A teacher who accepts a position in rounds 1 or 2 is not eligible to transfer again in future rounds. (but can increase) ○ P/T surplus teachers who were placed may participate. ○ Right of Recall Considerations <ul style="list-style-type: none"> ○ A surplus teacher, who has been placed in another school, has the right of recall to their previous school up to June 10th, and only to their original contract entitlement should openings occur for which they are qualified. ○ Surplus teachers who have applied for and accepted a position in another school do not have the right of recall to their previous school. 	L30.08 L34.01
June 10-June 11	<ul style="list-style-type: none"> ○ Interviews for Round 3 Posting of vacancies of contract lines. ○ Results for Round 3 contract vacancies for Teacher Initiated Transfers are to be submitted to HR as soon as possible, no later than 4 p.m., Thursday, June 11th. 	
June 12	<ul style="list-style-type: none"> ○ Internal Notice for Part-Time Teachers to increase FTE ○ Principals may choose to increase FTE for qualified part-time contract teachers within their school with contract lines that become available as a result of Round 3 ○ Should there be more than one qualified part-time teacher within the school; the Principal shall conduct internal interviews for these lines ○ Results of FTE increases submitted to HR Friday, June 12th, no later than 12 p.m. 	
June 12 by 2 p.m.	<ul style="list-style-type: none"> ○ Principals to submit all Contract Vacancies to HR for posting, no later than 2 p.m., Friday, June 12th. 	
POSTINGS FOR CONTRACTS	Round 4 Posting of Contract lines for Secondary OTS to Permanent	
June 15-17 Opens 9.a.m. Closes 12 p.m.	<ul style="list-style-type: none"> ○ Principals to following hiring guidelines per PPM 165. All teachers on OTS Roster are eligible to apply. ○ Once assessments on applicants are complete, the Principal will offer interviews to a minimum of 3 qualified applicants based on highest OT Assessment score. 	
June 16	<ul style="list-style-type: none"> ○ Principals to submit LTO vacancies/ update LTO vacancies previously submitted to HR (as required) by no later than 9 a.m., June 16th. 	

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POSTINGS FOR LTO LINES TBD	<ul style="list-style-type: none"> • Pending further conversation on the Letter of Understanding 	
Round 4 (OTS to Contract) Interviews June 18-19	<ul style="list-style-type: none"> ○ Interviews for Round 4 (OTS to Perm) Contract lines ○ Recommendations for Hire submitted to HR for Round 4 Contract vacancies no later than 4 p.m. Friday, June 19th 	
After June LTO posting	<ul style="list-style-type: none"> ○ All LTOs received will be held for August posting to SharePoint Job Postings Site. 	
LTO Interviews TBD	<ul style="list-style-type: none"> ○ Pending Review 	
August Dates TBD	<ul style="list-style-type: none"> ○ Pending Review 	
August LTO Interviews	<ul style="list-style-type: none"> ○ Pending Review 	

Job Offers

When applicants accept a job offer, they are encouraged to inform, as soon as possible, the other Principals at the schools where they have been interviewed.