

DRAFT Secondary School Staffing Timelines  
Important Dates for 2018- 2019

As of May 21, 2019

<b>May 22 noon 9:00 a.m.</b>	<ul style="list-style-type: none"> <li>&lt; Principals to submit <b><u>ALL known vacancies</u></b> (include contract, LTO and surplus) to HR.</li> <li>&lt; Updated Declaration of Surplus Staff by School to HR. Principals indicate if surplus can be accommodated at home school.</li> <li>&lt; Surplus Teacher Request for Transfer forms are due to HR</li> </ul>	L30.07
<b>May 23 at Noon</b>	<ul style="list-style-type: none"> <li>&lt; Principals to submit Round 3 Headship vacancies to HR.</li> </ul>	
<b>May 24- 27 *Opens 9:00 *Closes at 4:00</b>	<ul style="list-style-type: none"> <li>&lt; <b><u>Round 3 (Final Round) of Headship/Assistant/Acting Headship Vacancies</u></b></li> <li>&lt; All Headship/Assistant Headship vacancies for Sept. 1/19 must be posted.</li> <li>&lt; After Round 3 posting, new vacancies for Headships/Assistant Headships will be acting positions</li> </ul>	
<b>May 28 – May 30</b>	<ul style="list-style-type: none"> <li>&lt; <b>Interviews for Round 3 of Headship/Assistant/Acting Headship Vacancies</b></li> <li>&lt; <b>Results for Round 3 Headship Vacancies are to be submitted to HR as soon as possible, no later than 4:00 p.m. <del>May 31</del> 4:00pm May 30</b></li> </ul>	
<b>May 30 by 4:00 pm</b>	<ul style="list-style-type: none"> <li>&lt; Principals to submit Contract Line Vacancies for Round 3 vacancies to HR.</li> </ul>	
<b>Mon. June 3</b>	<b>HR &amp; OSSTF to review proposed placement of surplus teachers morning</b>	
<b>June 4</b>	<ul style="list-style-type: none"> <li>&lt; <b>Internal Notice for Part-Time Teachers to Increase FTE.</b></li> <li>&lt; Principals <b>may</b> choose to increase FTE for <b>qualified part-time contract teachers within their school with contract lines that become available as a result of Round 3.</b></li> <li>&lt; Should there be more than one qualified part time teacher within the school; the Principal shall conduct internal interviews for these lines.</li> <li>≠ Results of FTE increases submitted to HR, <b>June 4, no later than Noon-</b></li> </ul>	
<b>June 4 by 4:00 .m.</b>	<ul style="list-style-type: none"> <li>&lt; <b>Principals to submit all Contract vacancies to HR for posting.</b></li> </ul>	
<b>June 5- 7 *Opens noon *Closes at 4:00</b>	<ul style="list-style-type: none"> <li>&lt; <b><u>Round 3 Posting- PART TIME Teacher Initiated Transfers and Contract Line Vacancies</u></b></li> <li>&lt; <u>for Part time Contract Teachers wishing increase their FTE entitlement either in current school or another school where there is a posting for which they are qualified.</u></li> <li>&lt; A teacher who accepts a position in Rounds 1 or 2 is not eligible to transfer again in future rounds. <i>(but can increase)</i></li> <li>&lt; P/T surplus teachers who were placed may participate</li> </ul>	L34.01
<b>June 10- 12</b>	<ul style="list-style-type: none"> <li>&lt; <b>Interviews for Round 3 Posting</b> of Vacancies of Contract Lines</li> <li>&lt; Results for Round 3 contract vacancies for Teacher Initiated Transfers are to be submitted to HR as soon as possible, <b><u>no later than 9:00 a.m., June 13.</u></b></li> </ul> <p><b>Right of Recall Considerations</b></p> <ul style="list-style-type: none"> <li>&lt; A surplus teacher, who has been placed in another school, has the right of recall to their previous school up to <b>June 13<sup>th</sup></b>, and only to their original contract entitlement should openings occur for which they are qualified.</li> <li>&lt; Surplus Teachers who have applied for and accepted a position in another school do not have the right of recall to their previous school</li> </ul>	L30.08
<b>June 13</b>	<ul style="list-style-type: none"> <li>&lt; <b>Internal Notice for Part-Time Teachers to Increase FTE.</b></li> <li>&lt; Principals <b>may</b> choose to increase FTE for <b>qualified part-time contract teachers within their school with contract lines that become available as a result of Round 3.</b></li> <li>&lt; Should there be more than one qualified part time teacher within the school; the Principal shall conduct internal interviews for these lines.</li> <li>≠ Results of FTE increases submitted to HR, <b>June 13, no later than Noon-</b></li> </ul>	

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<b>June 13<sup>th</sup> by 4:00 pm</b>	<Principals to submit all Contract vacancies <b>and LTO vacancies.</b>	
After <b>June 14<sup>th</sup></b>	All contract vacancies as a result of resignations and retirements following Round 4 to be posted as LTOs 2018-2019 school year	
<b>POSTINGS FOR CONTRACTS</b>  <b>June 14 - 20</b>	<p><b>Round 4 Posting of Contract Lines for <u>Secondary LTO to Permanent List</u></b></p> <p>Principals must interview the <b>5 most senior qualified teachers</b> on the <b>Secondary LTO to Permanent List</b> who apply.</p> <p>&lt; If fewer than 5 qualified people apply from the <b>Secondary LTO to Permanent List</b>, the principal is required to only interview those who apply.</p> <p>&lt; Principals must then offer the job, in order of principal’s preference, to one of the 5 people interviewed until all 5 candidates have been offered the position. If none of the 5 most senior “eligible” candidates interviewed accept the position offered, a principal may interview a selection of qualified applicants from <b>OTS Roster (this includes LTO list and remaining LTO to Perm applicants)</b> who have applied for the posted position.</p>	<p>(Reg 274.7.3)</p> <p>(Reg 274.7.4)</p> <p>(Reg 274.7.2)</p>
<b>POSTINGS FOR LTO LINES</b>  <b>June 14 – 20</b>	<p><b>LTO lines posted for <u>Secondary LTO List</u></b></p> <p>Teachers who are on the <b>Secondary LTO List</b> and the <b>Occasional Teacher Roster</b> are eligible to apply.</p> <p>&lt;Priority will be given to <b>Secondary LTO List</b> applicants. Candidates from the <b>Occasional Teacher Roster</b> will be considered only <u>after</u> the <b>Secondary LTO List</b> process outlined below has been exhausted.</p>	
<b>June 21 – 24</b>	<b>Interviews for Round 4</b>	
<b>No later than June 26 at Noon</b>	<b>Recommendations for Hire submitted to HR for LTO to PERM Round 4 Contract vacancies.</b>	
<b>June 25 – 27</b>	<p><b>Interviews for LTO lines for Secondary LTO List.</b></p> <p>Principals must interview the <b>5 most senior qualified teachers</b> on the <b>Secondary LTO List</b> who apply.</p> <p>&lt; If fewer than 5 qualified people apply from the <b>Secondary LTO List</b>, the principal is required to only interview those who apply.</p> <p>&lt;Principals <u>must then offer the job</u>, in order of principal’s preference, to one of the 5 people interviewed until all 5 candidates have been offered the position. If none of the 5 most senior qualified candidates interviewed accept the position, a principal will then interview (not by seniority) a selection of qualified candidates from the <b>Secondary LTO List</b> who have applied for the position.</p> <p>If no qualified applicant is found through the above process, principals will consider qualified applicants from the <b>Occasional Teacher Roster</b>. Seniority does not drive the selection of candidates to be interviewed at this point in the hiring process.</p>	<p>Reg 274. 6.2</p> <p>Reg 274. 6.3</p>
<b>June 28 Noon</b>	< Results from LTO posted vacancies must be submitted to HR <b>as soon as possible, no later than 4:00 p.m., June 28.</b>	