

SECONDARY STAFFING TIMELINES MAY – JUNE 2017

<u>DATES</u>	<u>ACTIVITY</u>	<u>ACTION BY</u>
Monday, May 8, 2017	Vacancy List #3 (posted 9:00 am, closes 4:00 pm, May 10)	Administrators & Lorna
	POR List #8 (posted at 9:00 am, closes at 4:00 pm May 10) - May be filled as Acting only if POR vacancy is on its 3rd posting.	Administrators & Christine
Friday, May 12, 2017	Last day for a teacher to be declared surplus. (C.A.: L.D.7.4.3.)	Administrators
	Vacancy and Surplus updates to Lorna by 4pm.	Administrators & Lorna
Monday, May 15, 2017	Vacancy List #4 (posted 9:00 am, closes 4:00 pm, May 17)	Administrators & Lorna
Wednesday, May 17, 2017	Additional Staffing Request Template sent to schools for additional allocation to assist with master schedule creation, where warranted. Due Tuesday, May 23, 2017.	SST
	ELL Support staffing and Intensive MID SERT staffing allocated to schools.	SST
Friday, May 19, 2017	Vacancy and Surplus updates to Lorna by noon.	Administrators & Lorna
	POR updates to Christine by noon	Administrators & Christine
Tuesday, May 23, 2017	Vacancy List #5 (posted 9:00 am, closes 4:00 pm, May 25)	Administrators & Lorna
	POR List #9 (posted at 9:00 am, closes at 4:00 pm May 25) - May be filled as Acting only if POR vacancy is on its 2nd posting AND there were no qualified applicants to the first posting; otherwise may be filled as Acting only if POR is on its 3rd posting.	Administrators & Christine
Tuesday, May 23, 2017	Due date for Additional Staffing Requests for those schools still working on Master Schedules. Due date for reporting ELL Support Teacher and Intensive MID SERT assignments.	Administrators
Friday, May 26, 2017	Additional allocations communicated to schools. Report resulting vacancies to Lorna by Monday, May 29, 2017 at noon.	SST, Administrators
Monday, May 29, 2017	Transfer process frozen at noon. Vacancy and Surplus updates to Lorna by noon.	Administrators & Lorna
Tuesday, May 30, 2017 (ECA Room 204)	Surplus Placement Meeting	SST, Staffing SOs, OSSTF
Wednesday, May 31, 2017	If all surplus teachers have been placed, transfer process re-opens.	
	Once transfer process re-opens, before posting vacancies, Principals offer vacant sections in seniority order to part-time teachers who requested to increase FTE.	Administrators

	If surplus teachers have NOT all been placed, vacancies, as they arise , to be emailed to Lorna until further notice and only Regional Special Education positions posted during this time.	
Wednesday, May 31, 2017	Final day to inform part-time teachers of their FTE percentage for 2017/18 (CA: L.D.5.1.1)	Administrators
Thursday, June 1, 2017	Vacancy updates to Lorna by noon.	Administrators & Lorna
Friday, June 2, 2017	Vacancy List #6 (posted 9:00 am, closes 4:00 pm, June 6)	Administrators & Christine
	Part-time teachers who requested to increase FTE in writing before March 1st may apply for any FTE vacancies and for PORs (full-time). (CA: L.D.5.3.2)	
	POR List #10 (posted at 9:00 am, closes 4:00 pm June 6) - May be filled as Acting only if POR vacancy is on its 2nd posting AND there were no qualified applicants to the first posting; otherwise may be filled as Acting only if POR is on its 3rd posting.	
Wednesday, June 7, 2017	School Master Schedule completed for those schools who did not request additional allocation - final draft shared with Guidance, Subject Heads and ISC.	Administrators
	Report updated staffing/timetabling concerns to SO and SST for support if needed.	Administrators, SST
Wednesday, June 7, 2017	Surplus Placement Meeting 2, if required	SST, staffing SOs, OSSTF
	Once all surplus teachers are placed, transfer process re-opens: before posting vacancies, Principals offer vacant sections in seniority order to part-time teachers who requested to increase FTE.	Administrators
Thursday, June 8, 2017	Vacancy updates to Lorna by noon.	Administrators & Lorna
	POR updates to Christine by noon	Administrators & Christine
Friday, June 9, 2017	Vacancy List #7 (posted 9:00 am, closes 4:00 pm, June 13)	Administrators & Lorna
	POR List #10 (posted at 9:00 am, closes at 4:00 pm June 13) – May be filled as Acting only if POR vacancy is on its 2 nd posting AND there were no qualified applicants to the first posting, otherwise may be filled as Acting only if POR is on its 3 rd posting.	Administrators & Christine
Monday, June 12, 2017	BCSS only: LTO postings for Semester 1 begin.	BCSS
Wednesday, June 14, 2017	School Master Schedule completed for those schools who requested additional allocation - final draft shared with Guidance, Subject Heads and ISC.	Administrators

Thursday, June 15, 2017	Transfer process for OSSTF contract teachers closes at noon. (Complete interview process for applications submitted on time.)	Administrators
	Last day to retain this year's School Surplus teachers or recall 2016 or 2015 surplus teachers.	Administrators
Thursday, June 15, 2017	Vacancy updates to Lorna by 12:00 noon.	Administrators & Lorna
	Principals shall make internal, interim (one year) appointments for any remaining POR vacancies. (i.e., fill any further POR vacancies by Interim assignment to a teacher within the building, not as transfer from another school.) C.A. L.D.2.6.3	
Middle of June	Request from HRS Temporary Letters of Approval (TLA) if required for those teachers in assignments for which they do not hold qualifications.	Administrators
Thursday, June 15, 2017	Secondary Contract Hiring Toolkit and LTO Hiring Toolkit released for use by administrators for hiring from LTO list/OT Roster.	Recruitment
Friday, June 16, 2017	Vacancy List #8 (posted 9:00 am, closes June 20 at 4:00 pm) Only for new contract hiring from the LTO List/OT Roster as per the recently released Secondary Contract Hiring Toolkit for all remaining vacancies. All OTs are eligible to apply and will be considered in accordance with Reg 274.	
Prior to the start of exams	Conflicts resolved.	
By Wednesday June 21, 2017	Teachers receive timetables (may still be tentative).	
Thursday, June 22, 2017	Vacancy updates to Lorna by noon.	Administrators
Friday, June 23, 2017	Vacancy List #9 (posted 9:00 am, closes June 23 at 4:00 pm) Only for new contract hiring from the LTO List/OT Roster. Process completed by Friday, June 30, 2017.	Administrators, SOs
	LTO postings for Semester 1 begin for all schools (except BCSS): repost as necessary, and All Interviews and hiring decisions completed for Semester 1 LTOs by Wednesday, July 5, 2017.	Administrators, SOs
After June 30, 2017, NO FURTHER POSTING OR HIRING TO CONTRACT OR LTO VACANCIES until:		
Monday July 31, 2017	BCSS only: Semester 1 LTO postings resume. Having first offered vacant contract sections to current part-time teachers, in seniority order, remaining contract sections posted for new contract hiring from LTO List/OT Roster, per Secondary Contract Hiring Toolkit, June 2017.	Administrators

	(Posting closes 4 pm August 2.)	
Thursday, August 17, 2017	<p>Early start schools only - SDHS, KHS, MSS, MHS: Semester 1 LTO postings, interviews and hiring resume. Having first offered any vacant contract sections to current part-time teachers in seniority order, Remaining contract sections posted for new contract hiring from the LTO List/OT Roster, as per the June 2017 Secondary Contract Hiring Toolkit. (Posting closes 4pm August 22.)</p>	Administrators
Thursday, August 24	<p>All other schools: Semester 1 LTO postings, interviews and hiring resume. Having first offered any vacant contract sections to current part-time teachers in seniority order, Remaining contract sections posted for new contract hiring from the LTO List/OT Roster, as per the June 2017 Secondary Contract Hiring Toolkit. (Posting closes 4pm August 29.)</p>	Administrators