

## Secondary School Staffing Timelines

### Important Dates for 2023- 2024

September 2023

Timeline		ARTICLE
By Sept. 15	<ul style="list-style-type: none"> <li>District 11 to provide names of committee members representatives to principals</li> <li>An In-School Staffing Committee shall be established in each school for the school year.</li> </ul>	L28.01
Sept. 29	<ul style="list-style-type: none"> <li>Principals submit teacher timetables and school supervision schedules to HR by 4:00 p.m. Sept. 28. HR to compile and provide teacher timetables and supervision schedules to the Secondary Staffing Committee by Sept. 29.</li> </ul>	L27.02 (j)
October 2	<ul style="list-style-type: none"> <li>Class Size Reports by Teacher will be run by HR for each school as of the 20<sup>th</sup> school day and will be forwarded for review to the Secondary Staffing Committee.</li> </ul>	L19.22
October 2	<ul style="list-style-type: none"> <li>Within 20 school days after a teacher commences 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</li> </ul>	
By Oct. 31	<ul style="list-style-type: none"> <li>Class Size Reports by Teacher will be run by HR for each school and will be forwarded for review to OSSTF.</li> </ul>	L19.22
By Dec. 31	<ul style="list-style-type: none"> <li>Surplus teachers who have been placed by the Board may exercise their right to return to a semester 2 vacancy in the school from which they were surplus.</li> </ul>	L30.08
Dec-Jan TBD Jan 10-16	<div>Post and apply process for semester 2 vacancies.</div> <ul style="list-style-type: none"> <li>If there are contract lines allocated these lines will be staffed prior to LTO postings</li> <li>Step 1: Internal top up of part time Teachers</li> <li>Step 2: Contract postings for Semester 2 allocations</li> <li>Posting of LTO Vacancies for Semester 2</li> </ul>	
Jan 17-19	<ul style="list-style-type: none"> <li>Interviews for semester 2 LTO vacancies.</li> <li>Results must be submitted to HR no later than 4:00 p.m., January 19</li> </ul>	
During Jan.	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	L29.10- L29.14 L29.27- L29.30
By Jan. 31	<ul style="list-style-type: none"> <li>Letters of intent from Learning Coordinators due to Superintendent of Student Achievement with copies to Supervisor.</li> </ul>	
Feb. 12-16	<ul style="list-style-type: none"> <li>Posting of eLearning positions.</li> </ul>	
By Feb. 16	<ul style="list-style-type: none"> <li>Reciprocal Transfer applications (to be included on the list) must be submitted to HR.</li> <li>Cross-Panel Reciprocal Transfer applications (to be included on the list) must be submitted to HR.</li> </ul>	L29.03 L29.19
Feb 15 - 23	<ul style="list-style-type: none"> <li>Posting requests for Learning Coordinator and TOSA positions submitted to HR.</li> <li>Postings should be submitted to Human Resources at least <b>one day prior</b> to posting date being requested</li> </ul>	
Feb. 23	<ul style="list-style-type: none"> <li>Principals submit teacher timetables and school supervision schedules to HR <b>no later than 4pm, Feb. 23</b>. HR to compile and provide teacher timetables and supervision schedules to OSSTF by Feb. 28.</li> </ul>	L27.02(j)
Feb 26 – Mar 1	<ul style="list-style-type: none"> <li>Secondary School Principals submit actual registration in student information system for September 2024 by March 1 and FTE projections for October 31, 2024.</li> </ul>	
By Mar. 1	<ul style="list-style-type: none"> <li>Reciprocal Transfer &amp; 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>)</li> </ul>	L29.05, L29.19
Mar. 4	<ul style="list-style-type: none"> <li>Class Size Reports by Teacher will be run by HR for each school as of the 20<sup>th</sup> school day and will be forwarded for review to the Secondary Staffing Committee.</li> </ul>	L19.22
By Mar. 15	<ul style="list-style-type: none"> <li>Request for 1 year leave of absence must be submitted to HR.</li> <li>Request for extension of 1 year leave of absence must be submitted to HR *As of 2023-2024 school year, all 1 Year Leaves under <b>L16.16 ONLY</b> will be staffed with contract teachers.</li> <li>Part-Time leave requests &amp; extensions must be submitted to HR.</li> </ul>	L16.16 L16.16 (c) L34.02 L17.04 (a)

## Secondary School Staffing Timelines Important Dates for 2023- 2024

September 2023

Timeline		ARTICLE
	<ul style="list-style-type: none"> <li>Teachers interested in participating in Deferred Salary Leave Plan to apply to Board.</li> </ul>	
By Mar. 28	<ul style="list-style-type: none"> <li>Class Size Reports by Teacher will be run by HR for each school will be forwarded for review to OSSTF.</li> </ul>	L19.22
By April 5	<ul style="list-style-type: none"> <li>Interviews for Learning Coordinator and TOSA positions to be completed.</li> </ul>	
April 9 – a.m.	<ul style="list-style-type: none"> <li>Schools will receive their allocations from HR.</li> </ul>	L27.02
April 10 – a.m.	<ul style="list-style-type: none"> <li>OSSTF TVDSB In-Service Meeting</li> </ul>	
April 10	<ul style="list-style-type: none"> <li>Principals submit Headship/Assistant Headship vacancies to HR for Round 1 posting of Headship/Assistant Headship vacancies by no later than <b>4 p.m., Wednesday, April 10th</b>  <i>***All Acting Headships/ Acting Assistant Headships will be held until the Round 3 Headship Posting (continued from 2022-2023)</i> </li> </ul>	
April 11 p.m.	<ul style="list-style-type: none"> <li>Placement of Headships affected by LC &amp; TOSA's returning to schools. (Afternoon- time TBD)</li> </ul>	
By Apr. 12	<ul style="list-style-type: none"> <li>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.</li> <li>In-School Staffing Committee to provide input to Principal on school program needs before Principal declares vacant positions in school.</li> </ul>	L28.03(a) L28.03(b)
Apr 12-16 Opens at 9 a.m. Closes at 12:00 p.m.	<ul style="list-style-type: none"> <li><b>Round 1 posting of Headship/Assistant Headship Vacancies.</b></li> </ul>	L25.20
By Apr. 15	<ul style="list-style-type: none"> <li>Temporary withdrawal from Headship position.</li> <li>Request extension of temporary withdrawal from Headship position for one additional year.</li> <li>Resignation of Positions of Added Responsibility effective September 1 must be submitted to the Board.</li> <li>Resignation from a Learning Coordinator position effective September 1 must be submitted to the Board.</li> <li>Board to inform applicants to Deferred Salary Leave Plan of their acceptance into Plan.</li> </ul>	L25.29 L25.31 L7.03 (a) L7.04 L17.04 (b)
Apr. 17-18	<ul style="list-style-type: none"> <li>Interviews for Round 1 posting of Headship/Assistant Headship vacancies.</li> <li>Results must be submitted to HR as soon as interviews are complete, <b><u>no later than 9:00 a.m., Friday, April 19th</u></b></li> </ul>	
Apr. 22 9:00 a.m.	<ul style="list-style-type: none"> <li>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> </li> </ul>	
Apr. 22 p.m.	<ul style="list-style-type: none"> <li>Placement of any remaining LC &amp; TOSA's returning to schools. (Afternoon- time TBD)</li> </ul>	
Apr. 23-25 Opens 9:00 a.m. Closes 12:00 p.m.	<ul style="list-style-type: none"> <li><b>Round 2 posting of Headship/Assistant Headship vacancies.</b></li> <li>All Headship/Assistant Headship vacancies for September 1, 2024 must be posted.</li> </ul>	L25.20
Apr. 26-Apr. 29	<ul style="list-style-type: none"> <li>Interviews for Round 2 posting of Headship/Assistant Headship vacancies.</li> <li>Results must be submitted to HR as soon as interviews are complete, <b><u>no later than 4:00 p.m., Monday, April 29th.</u></b></li> </ul>	
Apr. 30 by 12 p.m.	<ul style="list-style-type: none"> <li>Principals to submit SURPLUS lists to HR <b><u>no later than 12 p.m., Tuesday, April 30th</u></b></li> <li>Principals to submit contract vacancies for Round 1 posting of Teacher Initiated Transfers to HR <b><u>no later than 12 p.m., Tuesday, April 30th</u></b></li> </ul>	L27.02(f)
Apr 30- May 6	<ul style="list-style-type: none"> <li>Surplus letters from principals to surplus teachers <b>no later than 9am May 6</b></li> </ul>	L30.04 L27.02(g)
May 1	<ul style="list-style-type: none"> <li>OSSTF and HR LC/TOSA <b>placements</b>, Medical &amp; Admin. Transfer Sub-Committee meeting (Afternoon- time TBD)</li> </ul>	

## Secondary School Staffing Timelines

### Important Dates for 2023- 2024

September 2023

Timeline		ARTICLE
May 2 by 9 a.m.	<ul style="list-style-type: none"> <li>Principals <u>update</u> vacancies for Round 1 posting of Teacher, Teacher Initiated Transfers to HR no later than <b>9:00 a.m. on Thursday, May 2<sup>nd</sup></b>.</li> </ul>	
May 3-7 Opens 9:00 a.m. Closes 12:00 p.m.	<ul style="list-style-type: none"> <li><b>Round 1 posting of Vacancies for Teacher Initiated Transfers. (Contract Lines)</b></li> <li><b>Surplus teachers may also apply to these postings only to their FTE entitlement.</b></li> </ul>	L29.36
May 8-9	<ul style="list-style-type: none"> <li>Interviews for Round 1 Posting of Vacancies for Teacher Initiated Transfers.</li> <li>Results must be submitted to HR <b><u>no later than 4:00 p.m., Thursday, May 9<sup>th</sup></u></b>.</li> </ul>	
May 10 by 4pm p.m.	<ul style="list-style-type: none"> <li><b>Principals submit Headship/Assistant and <u>Acting</u> Headship/ <u>Acting</u> Assistant vacancies to HR</b> for Round 3 posting of Headship/Assistant/Acting Headship vacancies.</li> </ul>	
May 10th (Prior to Round 2 Transfers) By 12 p.m.	<ul style="list-style-type: none"> <li>Prior to Round 2 posting of transfers, Principals can look to <b>consolidate</b> 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 by 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. <b>Form must be submitted to HR, no later than Friday, May 10<sup>th</sup> at 12 p.m.</b></li> </ul>	
May 13-May 15 Opens at 9 a.m. Closes at 12:00 p.m.	<ul style="list-style-type: none"> <li><b>Round 3 (Final Round) of Headship/Assistant/Acting Headship Vacancies</b></li> <li>All known Headship/Assistant/ Acting Headship vacancies for Sept. 1/24 must be posted.</li> <li>After Round 3 posting, new vacancies for Headships/Assistant Headships will be <u>acting</u> positions</li> </ul>	
May 16-17	<ul style="list-style-type: none"> <li><b>Interviews for Round 3 of Headship/Assistant/Acting Headship Vacancies</b></li> <li>Results due to H.R. by no later than <b>4 p.m., May 17</b></li> </ul>	
May 21 by 9 a.m.	<ul style="list-style-type: none"> <li>Principals to ensure all contract vacancies are entered for Round 2 Teacher Initiated Transfers, by no later than <b>9 a.m., Tuesday, May 21<sup>st</sup></b></li> </ul>	
May 22-24 Opens at 9 a.m. Closes at 12:00 p.m.	<ul style="list-style-type: none"> <li><b>Round 2 posting of Vacancies for Teacher Initiated Transfers. (Contract Lines)</b></li> <li><b>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.</b></li> </ul>	L29.36/ L29.41
After May 22-24	*** All vacancies because of resignations and retirements following Round 2, to be posted as LTOs for 2023-24 school year	
May 27-28	<ul style="list-style-type: none"> <li>Interviews for Round 2 Posting of Vacancies for Teacher Initiated Transfers.</li> <li>Results must be submitted to HR <b><u>no later than 4:00 p.m., May 28.</u></b></li> </ul>	
May 29	<ul style="list-style-type: none"> <li>Principals to submit <b><u>ALL known vacancies</u></b> (include contract and LTO) to HR, by 9 a.m., Wednesday May 29<sup>th</sup>.</li> <li>Updated Declaration of Surplus Staff by School to HR. Principals indicate if surplus can be accommodated at home school, due to HR by 9 a.m., Wednesday May 29<sup>th</sup>.</li> <li>Surplus Teacher Request for Transfer forms are due to HR by 12 p.m., Wednesday, May 29<sup>th</sup>.</li> </ul>	L30.07
May 30 p.m.	<ul style="list-style-type: none"> <li>HR &amp; OSSTF to review proposed placement of surplus teachers. (Afternoon – time TBD)</li> </ul>	
May 31	<ul style="list-style-type: none"> <li><b>Internal Notice for Part-Time Teachers to Increase FTE.</b></li> <li>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 2.</b></li> <li>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><u>no later than 12 p.m. May 31.</u></b></li> </ul>	
May 31 by 2:00 p.m.	<ul style="list-style-type: none"> <li><b>Principals to <u>update</u> all Contract Line Vacancies for Round 3</b> (changes resulting from surplus placement and FTE increases) by 2 p.m. Friday, May 31<sup>st</sup>.</li> </ul>	
June 3-June 5 Opens 9 a.m. Closes at 12:00 p.m.	<ul style="list-style-type: none"> <li><b><u>Round 3 Posting – PART TIME Teacher Initiated Transfers and Contract Line Vacancies</u></b></li> <li><b><u>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.</u></b></li> <li>A teacher who accepts a position in rounds 1 or 2 is not eligible to transfer again in future rounds.</li> </ul>	L30.08 L34.01

## Secondary School Staffing Timelines Important Dates for 2023- 2024

September 2023

Timeline		ARTICLE
	(but can increase) ○ P/T surplus teachers who were placed may participate. ○ <b>Right of Recall Considerations</b> <ul style="list-style-type: none"> <li>○ A surplus teacher, who has been placed in another school, has the right of recall to their previous school up to June 10<sup>th</sup>, and only to their original contract entitlement should openings occur for which they are qualified.</li> <li>○ 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>	
June 6-June 7	○ <b>Interviews for Round 3 Posting</b> 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 <b>4 p.m., Friday, June 7<sup>th</sup></b> .	
June 10	○ <b>Internal Notice for Part-Time Teachers to increase FTE</b> ○ 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> ○ 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 <b><u>Monday, June 10<sup>th</sup>, no later than 12 p.m.</u></b>	
June 10 by 2 p.m.	○ <b>Principals to submit all Contract Vacancies to HR for posting, no later than 2 p.m., Monday, June 10<sup>th</sup>.</b>	
<b>POSTINGS FOR CONTRACTS</b>  <b>June 11-14</b> <b>Opens 9.am.</b> <b>Closes 12 p.m.</b>	<b>Round 4 Posting of Contract lines for <u>Secondary OTS to Permanent</u></b> ○ 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 12	○ Principals to submit LTO vacancies/ update LTO vacancies previously submitted to HR by <b>no later than 12 p.m.</b>	
<b>POSTINGS FOR LTO LINES</b>  <b>June 13-19</b> <b>Opens 9.am.</b> <b>Closes 12. p.m.</b>	○ <b>LTO lines posted for September</b> <i>Principals may hold part-time lines for second semester until the Semester 2 posting in January 2024. i.e. a single line LTO for second semester</i> ○ 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.	
June 17-19	○ <b>Interviews for Round 4 contract line</b> <i>*Any new contract vacancies as a result of additional allocations that are known by this date and or unfilled Round 4 vacancies will be posted August 6-12, with interviews August 13-15</i>	
No later than June 19 at 4:00 pm	○ <b>Recommendations for Hire submitted to HR for Round 4 Contract vacancies no later than Wednesday, June 19<sup>th</sup> at 4 p.m.</b>	
After June 18th	○ All LTOs received will be held for August posting to SharePoint Job Postings Site.	
June 20-24	○ <b>Interviews for LTO lines for September.</b>	

Secondary School Staffing Timelines  
Important Dates for 2023- 2024

September 2023

Timeline		ARTICLE
June 24 4 p.m.	<ul style="list-style-type: none"> <li>Results from LTO posted vacancies must be submitted to HR as soon as possible, <b><u>no later than 4 p.m., Monday, June 24th.</u></b></li> </ul>	
Aug. 12-16 Opens 9 a.m. Closes 12 p.m.	<ul style="list-style-type: none"> <li><b>LTO Lines posted to the Employee portal link for Job Postings.</b> Submit LTO vacancies <b><u>by no later than 12 p.m., August 8</u></b> <i>Principals may hold part-time lines for second semester until the Second Semester posting in January.</i></li> <li>Principals to follow Hiring Guidelines per PPM 165. All teachers on OTS Roster are eligible to apply.</li> <li>Once assessments on applicants are complete, the Principal will offer interviews to a minimum of 3 qualified applicants based on highest OT Assessment score.</li> </ul>	
Aug. 20 - 22	<ul style="list-style-type: none"> <li><b>Interviews for LTO lines for September</b></li> </ul>	

**Job Offers**

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