

## 2010-11 Elementary School Staffing Process

### **February 1:**

Deadline for teachers on secondment or leave to declare intention to return to home school – Principals are asked to contact teachers on leave to confirm their intent to return. Principals should inform Operations Officer if they cannot contact a teacher on leave.

### **Feb 16 & 22**

Staffing Plus Workshops for new administrators (mentors are also welcome) or refresher course for current administrators – sign up on PD Place (morning sessions only)

### **Feb 22**

Draft Official Enrolment Projection (OEP) uploaded to Staffing Plus

### **Feb 24 & 25**

Meeting (*optional, by request of principal*) between Principal, Planners and Operations Officer to discuss Draft OEP

### **March 1**

Deadline for teacher applications for leaves of absence

### **March 3**

Regional staffing projection determined through consultation between Business, Operations and Planning Departments

### **March 7**

*Final OEP and Draft Organization uploaded to Staffing Plus  
School staff allocation assigned on Staffing Plus*

### **March 23 & 24**

Meeting (*optional, by request of principal*) between Principal and Operations Officer to discuss staffing concerns

### **March 31**

School surplus teachers and vacancies emailed to Mgr. of Hiring

### **April 1**

Surplus teachers notified, in writing, by Principal  
Administrative Transfers determined by Superintendents

**April 6**

List of vacancies sent to schools for verification  
Area Superintendents and Superintendent of Operations meet to determine placement of administrative transfers

**April 8**

Deadline for Teacher Information Forms from surplus teachers and voluntary transfer teachers (sent to Mgr. of Hiring)  
ETFO notified of surplus teachers

**Composite Posting #1** of vacancies.

**April 11-14**

Teachers apply to a maximum of three positions

**April 15**

List of applicants to Composite Posting sent to Principals

**April 21**

8:30 a.m. – Boardroom (prior to Oshawa Administrator meeting)  
Round One of surplus/transfer teacher placements.  
Principals declare vacancies for Round Two.

**April 29**

List of vacancies sent to schools for verification

**May 3**

**Composite Posting #2** of vacancies

**May 4-6**

Teachers apply to a maximum of three positions

**May 9**

List of applicants to Composite Posting #2 sent to Principals

**May 11**

8:30 a.m. - Round Two of surplus/transfer teacher placements  
Placement of remaining surplus staff

T.B.A. Round Three

T.B.A. Internal/External Postings

