

Secondary School Staffing Timelines  
Important Dates for 2024-2025

September 2024

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. 30	<ul style="list-style-type: none"> <li>○ Principals submit teacher timetables and school supervision schedules to HR by 4:00 p.m. <b>Sept. 27</b>. HR to compile and provide teacher timetables and supervision schedules to the Secondary Staffing Committee by <b>Sept. 30</b>.</li> </ul>	L27.02 (j)
Sept. 30	<ul style="list-style-type: none"> <li>○ 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</li> </ul>	
Sept. 30	<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 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 8-14 / TBD (LTO)	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>Post and apply process for semester 2 vacancies.</p> </div> <div style="width: 55%;"> <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> </div> </div>	
TBD	<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. - <b>TBD</b></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. 10-14	<ul style="list-style-type: none"> <li>○ Posting of eLearning positions.</li> </ul>	
By Feb. 15	<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
By Feb 21	<ul style="list-style-type: none"> <li>○ Posting requests for Learning Coordinator and TOSA positions submitted to HR.</li> <li>○ Submit vacancies by <b>no later than Friday, February 21<sup>st</sup></b>.</li> <li>○ <b>ALL known vacancies to be posted on February 24, 2025.</b></li> </ul>	
Feb. 24	<ul style="list-style-type: none"> <li>○ Principals submit teacher timetables and school supervision schedules to HR <b>no later than 4pm, Feb. 24</b>. HR to compile and provide teacher timetables and supervision schedules to OSSTF by Feb. 28.</li> </ul>	L27.02(j)
Feb 24 – Feb 28	<ul style="list-style-type: none"> <li>○ Secondary School Principals submit actual registration in student information system for September 2025 by March 1 and FTE projections for October 31, 2025.</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> <li>○ HR to post to SharePoint <b>Friday, February 28th</b></li> </ul>	L29.05, L29.19
Mar. 3	<ul style="list-style-type: none"> <li>○ 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.</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</li> </ul> <p><i>*As of 2023-2024 school year, all 1 Year Leaves under <b>L16.16 ONLY</b> will be staffed with contract teachers.</i></p>	L16.16 L16.16 (c) L34.02 L17.04 (a)

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	<ul style="list-style-type: none"> <li>○ Part-Time leave requests &amp; extensions must be submitted to HR.</li> <li>○ Teachers interested in participating in Deferred Salary Leave Plan to apply to Board.</li> </ul>	
<b>By Mar. 28</b>	<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
<b>By April 4</b>	<ul style="list-style-type: none"> <li>○ Interviews for Learning Coordinator and TOSA positions to be completed.</li> </ul>	
<b>April 7 – a.m.</b>	<ul style="list-style-type: none"> <li>○ Schools will receive their allocations from HR.</li> </ul>	L27.02
<b>April 8</b>	<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 9th</b> <i>***All Acting Headships/ Acting Assistant Headships will be held until the Round 3 Headship Posting (continued from 2022-2023)</i></li> </ul>	
<b>April 9 p.m.</b>	<ul style="list-style-type: none"> <li>○ Placement of Headships affected by LC &amp; TOSA's returning to schools. <b>(Time TBD)</b></li> </ul>	
<b>By Apr. 12</b>	<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)
<b>Apr 10-14 Opens at 9 a.m. Closes at 12:00 p.m.</b>	<ul style="list-style-type: none"> <li>○ <b>Round 1 posting of Headship/Assistant Headship Vacancies.</b></li> </ul>	L25.20
<b>By Apr. 15</b>	<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)
<b>Apr. 15-17</b>	<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 4 p.m., Thursday, April 17th</u></b></li> </ul>	
<b>April 16<sup>th</sup> – a.m.</b>	<ul style="list-style-type: none"> <li>○ OSSTF TVDSB In-Service Meeting</li> </ul>	
<b>Apr. 22 9:00 a.m.</b>	<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>	
<b>Apr. 22 p.m.</b>	<ul style="list-style-type: none"> <li>○ Placement of any remaining LC &amp; TOSA's with headship entitlements returning to schools. (Afternoon- time TBD)</li> </ul>	
<b>Apr. 23-25 Opens 9:00 a.m. Closes 12:00 p.m.</b>	<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, 2025, must be posted.</li> </ul>	L25.20
<b>Apr. 28-Apr. 29</b>	<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., Tuesday, April 29<sup>th</sup>.</u></b></li> </ul>	
<b>Apr. 30 by 12 p.m.</b>	<ul style="list-style-type: none"> <li>○ Principals to submit SURPLUS lists to HR <b><u>no later than 12 p.m., Wednesday, 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., Wednesday, April 30th</u></b></li> </ul>	L27.02(f)
<b>Apr 30- May 6</b>	<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)
<b>May 1</b>	<ul style="list-style-type: none"> <li>○ OSSTF and HR Transfer Sub-Committee meeting for LC/TOSA returns, Medical, and Admin. Transfers.</li> </ul>	

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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 Friday, May 2<sup>nd</sup></b>.</li> </ul>	
May 5-7 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.</b> (Contract Lines)</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>no later than 4:00 p.m., Friday, May 9<sup>th</sup></b>.</li> </ul>	
May 12th (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 12<sup>th</sup> at 12 p.m.</b></li> </ul>	
May 12 by 4pm p.m.	<ul style="list-style-type: none"> <li>Principals to ensure all contract vacancies are entered for <b>Round 2 Teacher Initiated Transfers</b>, by no later than <b>4 p.m., Monday, May 12<sup>th</sup></b></li> </ul>	
May 14-May 16 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.</b> (Contract Lines)</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 14-16	<ul style="list-style-type: none"> <li><b>All vacancies resulting from resignations/ retirements after Round 2 Teacher Initiated Transfers that are not headships will be staffed as LTO for the 2025-2026 school year.</b></li> </ul>	
May 20-21	<ul style="list-style-type: none"> <li>Interviews for Round 2 Teacher Initiated Transfers</li> <li>Results due to H.R. by no later than <b>4 p.m., May 21</b></li> </ul>	
May 22 by 9 a.m.	<ul style="list-style-type: none"> <li>Principals to submit <b>ALL known vacancies</b> (include contract and LTO) to HR, by <b>9 a.m., Thursday, May 22<sup>nd</sup></b>.</li> <li><u>Updated Declaration of Surplus Staff</u> by School to HR. Principals indicate if surplus can be accommodated at home school, due to HR by <b>9 a.m., Thursday, May 22<sup>nd</sup></b>.</li> <li>Surplus Teacher Request for Transfer forms are due to HR by <b>12 p.m., Thursday, May 22<sup>nd</sup></b>.</li> </ul>	L30.07
May 23	<ul style="list-style-type: none"> <li>Preparation day for Surplus Placements</li> </ul>	
May 26 – time TBD	<ul style="list-style-type: none"> <li>HR &amp; OSSTF to review proposed placement of surplus teachers. <b>(Time TBD)</b></li> </ul>	
May 28 by 9 a.m.	<ul style="list-style-type: none"> <li>Principals submit <b>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 29-June 2 Opens 9 a.m. Closes 4 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 September 1, 2025, must be posted.</li> </ul>	
After May 29-June 2	<ul style="list-style-type: none"> <li>*** All Headship vacancies after Round 3 Headship posting, to be staffed within respective schools as <b>Acting Headships</b> for the 2025-26 school year</li> </ul>	
June 3-4	<ul style="list-style-type: none"> <li>Interviews for Round 3 of Headship/Assistant/Acting Headship Vacancies</li> <li>Results due to Human Resources by <b>4 p.m., June 4<sup>th</sup></b></li> </ul>	
June 5	<ul style="list-style-type: none"> <li>Principals to <u>update</u> <b>all Contract Line Round 3 Vacancies</b> as required following Surplus Placements and Round 3 Headship Posting by <b>no later than 9 a.m., June 5<sup>th</sup></b>.</li> <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>no later than 12 p.m. June 5<sup>th</sup></b>.</li> </ul> <p><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>	

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<b>June 5-June 9</b> <b>Opens 12 p.m.</b> <b>Closes at 4:00 p.m.</b>	<ul style="list-style-type: none"> <li>○ <b>Round 3 Posting – PART TIME Teacher Initiated Transfers and Contract Line Vacancies</b></li> <li>○ 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.</li> <li>○ A teacher who accepts a position in rounds 1 or 2 is not eligible to transfer again in future rounds. (but can increase)</li> <li>○ P/T surplus teachers who were placed may participate.</li> <li>○ <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> </li> </ul>	L30.08 L34.01
<b>June 10-June 11</b>	<ul style="list-style-type: none"> <li>○ <b>Interviews for Round 3 Posting</b> of vacancies of contract lines.</li> <li>○ 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., Wednesday, June 11th.</b></li> </ul>	
<b>June 12</b>	<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 3</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>Thursday, June 12th, no later than 12 p.m.</b></li> </ul>	
<b>June 12 by 2 p.m.</b>	<ul style="list-style-type: none"> <li>○ <b>Principals to submit all Contract Vacancies to HR for posting, no later than 2 p.m., Thursday, June 12<sup>th</sup>.</b></li> </ul>	
<b>POSTINGS FOR CONTRACTS</b>  <b>June 13-17</b> <b>Opens 9.am.</b> <b>Closes 12 p.m.</b>	<ul style="list-style-type: none"> <li>○ <b>Round 4 Posting of Contract lines for <u>Secondary OTS to Permanent</u></b></li> <li>○ Principals to following 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>	
<b>June 16</b>	<ul style="list-style-type: none"> <li>○ Principals to submit LTO vacancies/ update LTO vacancies previously submitted to HR (as required) by <b>no later than 9 a.m., June 16<sup>th</sup>.</b></li> </ul>	
<b>POSTINGS FOR LTO LINES</b>  <b>June 17<sup>th</sup>- details TBD</b> <b>Opens 9.am.</b> <b>Closes 12. p.m.</b>	<ul style="list-style-type: none"> <li>○ <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></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 most qualified applicants based on highest OT Assessment score.</li> </ul>	
<b>June 18-19</b>	<ul style="list-style-type: none"> <li>○ <b>Interviews for Round 4 (OTS to Perm) Contract lines</b></li> <li>○ Recommendations for Hire submitted to HR for Round 4 Contract vacancies <b>no later than 4 p.m. June 19th</b></li> </ul>	
<b>After June LTO posting</b>	<ul style="list-style-type: none"> <li>○ All LTOs received will be held for August posting to SharePoint Job Postings Site.</li> </ul>	
<b>June dates TBD</b>	<ul style="list-style-type: none"> <li>○ <b>Interviews for LTO lines for September.</b></li> </ul>	
<b>August Dates TBD</b>	<ul style="list-style-type: none"> <li>○ <b>LTO Lines posted to the Employee portal link for Job Postings.</b> Submit LTO vacancies by <b>TBD</b></li> </ul>	

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	<p><i>Principals may hold part-time lines for second semester until the Second Semester posting in January.</i></p> <ul style="list-style-type: none"> <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>	
<b>TBD</b>	<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.