

POSITIONS OF RESPONSIBILITY (POR)

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POSITIONS OF RESPONSIBILITY (POR)

1. Procedures for Submitting Vacancies to be Posted:

Principals will inform their Staffing Officer of the vacancy and the need for a posting by completing the Submission of Vacancy form found on the Principals' Site. Click on the pull down menu entitled Quick Links and choose Positions of Responsibility.

Posting Process:

- Positions of Responsibility will be posted electronically on the TDSBweb and provided to OSSTF TTBU. Clause L11.7: "Positions of Responsibility vacancies shall be posted electronically."
- Teachers will be eligible to apply under the following conditions:
 - Only full time secondary school Teachers, both probationary and permanent, in secondary and junior high schools, will be eligible to apply, subject to having the qualifications as noted below. **All Positions of Responsibility are full time and may not be shared.**
 - **Positions of Responsibility may not be shared by two Teachers during a school year.**
- All Positions of Responsibility will require specialist qualifications, if such are available, in one of the areas/subjects/programs.
- All Positions of Responsibility will require three years experience as a Teacher as of August 2019.
- The first posting will include the requirement that candidates have specialist qualifications in one of the areas taught in the department. If there are no specialist qualifications offered in the area/subject/program identified in the posting, then candidates must have specialist qualifications in any area/subject/program.
- If no candidate is appointed from that first posting, a second posting will be distributed, with the requirement that the successful candidate have appropriate specialist qualifications by August 31.
- If no candidate is appointed from that second posting, the third posting will have an acting term of one year and will be open to all candidates who have certification in one of the areas/subjects/programs taught in the department.
- Teachers who have been granted a leave of absence for the following school year may not apply for a one year POR.
- **As part of the application process, applicants will be required to include a copy of their Certificate of Qualification with their resumes.**
- During the application process, applicants may view job descriptions for the POR position(s) to which they are applying on the Secondary Teaching website on the TDSBweb. If the job description is unavailable on the website they will be provided it upon request from the school.

- The schedule of postings applies to all Positions of Responsibility one full year or longer. Once the school year calendar is approved by the Ministry of Education for the next school year the Board and OSSTF TTBU will establish posting timelines for the next school year. The schedule of posting timelines will be sent to all schools in the fall to be made available to Teachers. All Positions of Responsibility will be posted for five days.

Application Process:

- Candidates will fax, e-mail or hand-deliver to the Principal of the school with the vacant POR an up-to-date resume/curriculum vitae, a covering letter, and **a copy of their most current certificate of qualification**, by the deadline indicated on the posting. For clarity of the print, please submit this material on white paper.

Interview Process:

- The interview team may short-list if there is a large number of candidates. The criteria for the short-listing will be established by the interview team in advance. Where candidates are short-listed, a minimum of 4 candidates must be interviewed.
- If there are fewer than 5 qualified applicants, than all applicants will be interviewed.
- **Only candidates with the qualifications indicated on the posting are to be interviewed.**
- There must be at least two people on the interview team.
- All candidates will be asked the same questions. The questions will be given to the candidates in print form during the interview as well as having them read aloud to them.
- When a POR is posted for the third time, any applicant who holds appropriate specialist qualifications will be given an interview. All applicants interviewed will have equal opportunity to be recommended for the POR.
- Portfolios will not be part of the interview process. Written essays will also not form part of this interview.
- At least one reference must be checked for the interviewed candidates and that referee must be a Vice-Principal, a Principal or a Supervisory Officer. Teacher colleagues or Teachers in Positions of Responsibility cannot be named as referees for this process.
- Candidates are to be told the number of candidates being interviewed, if they ask.
- Principals will ask the interview team to help create feedback notes for the unsuccessful candidates and will keep those notes on file for 12 months. In

some circumstances it may be necessary to keep the notes for a longer period of time.

Recommended Candidate Procedures:

- Principals will submit either by fax or through the TDSBweb to their Staffing Officer the names of the first and second recommended choices for the POR.
- Should a candidate be recommended for more than one POR, the Senior Manager – Secondary Teaching Office or designate will contact:
 - the candidate, who will indicate his/her preference;
 - the Principals who had recommended the same candidate;
 - the Staffing Officer(s) concerned.
- Principals will not contact any candidates until they have been given approval by their Staffing Officer or designate.
- The Staffing Officers, or their designates in Employee Services, will then contact the receiving Principal to indicate that they will now proceed to contact all candidates, both successful and unsuccessful, and welcome the successful candidate to their school. The receiving Principals will also contact the sending Principal to inform him/her of the appointment.
- Letters of appointment will be sent to the successful candidates from the Secondary Teaching Office and announcements to the system will be distributed from the Secondary Teaching Office, soon after the notification of the candidates.
- For purposes of staffing, the recommended candidate will be placed on the staff list where the POR exists and will be treated as a Teacher holding a continuing Position of Responsibility for the staffing process.

Feedback for Unsuccessful Candidates:

- If unsuccessful candidates wish feedback, they should contact the Principal of the school that had the vacancy for which they had applied, and the chair of the interview team will set an appointment for feedback.

2. Process for Filling Interim Positions of Responsibility 2018-2019:

- The Principal will:
 - request approval from the Senior Manager, Secondary Teaching Office to fill the interim POR for the remainder of the 2018-2019 school year;
 - post the interim POR as prepared by the Secondary Teaching Office among the members of his/her school staff, for five school days, with the requirement for specialist qualifications;
 - share the posting electronically to the TDSB email address of all secondary Teachers in the school;

- interview qualified candidates from among the school staff;
- if no candidate is appointed from the first posting, the interim POR will be re-posted among the staff with the requirement that the position will be open to staff who have certification in one of the subjects/areas taught in the department.
- If there is no successful candidate and the Principal feels that the interim POR needs to be filled immediately and posted across the system, the Principal will contact his/her Staffing Officer. The Staffing Officer will consult with the Senior Manager, Secondary Teaching Office to determine if approval to post the interim POR will be given.

3. Approved Leaves from a Position of Responsibility (POR):

- Teachers in a Position of Responsibility who are approved for a half time leave of absence all year are required to relinquish their POR for that school year.
- A POR that becomes vacant by virtue of an approved Leave of Absence for part of a school year will be filled in accordance with the process for filling Interim Vacancies.
- Any Teacher who holds a POR and who is on an approved Leave of Absence will be returned to their POR upon return from their leave unless the approved Leave of Absence occurs in the final year of the termed appointment.



**APPLICATION COVER SHEET
FOR
FIRST and SECOND TEACHING POSTINGS
&
POSITIONS OF RESPONSIBILITY POSTINGS**

**SECONDARY TEACHING VACANCIES
2018 – 2019**

Posting # _____

NAME: _____ EMPLOYEE NUMBER: _____

CURRENT SCHOOL: _____

SCHOOL PHONE NUMBER: _____

CURRENT CONTRACT STATUS:

- 1.0 Full Time
- 0.5 Part Time (not eligible to apply for POR Postings)

I am enclosing the following required information:

Completed Application Cover Sheet
Up-to-Date Resume
Covering Letter
Certificate of Qualification

Signature

Please ensure all required information is enclosed with your application in order for your application to be given consideration.

Only Secondary regular contract Teachers are eligible to apply for these positions.