

# POSTING OF TEACHING VACANCIES

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## POSTING OF TEACHING VACANCIES

### 1. The First Teaching Posting Process:

- Vacancies that are identified on **April 5, 2019** will first be offered to Teachers at any school/program identified for closing. Please refer to the “Secondary School/Program Closing Staffing Procedures” section of this binder for a description of the process.
- All remaining vacancies will then be posted and will be open to current secondary school Teachers in the TDSB who have not been granted a leave of absence for the upcoming school year and those on their Self-Funded leave year.
- Teachers who were declared surplus to school/program on April 18, 2019 will be eligible to apply for these vacancies.
- Qualified part time Teachers may only apply for part time positions.
- Qualified full time Teachers may only apply for full time positions.
- **The posting will be distributed on April 30, 2019 and will close noon on May 6, 2019. Interviews will be held on May 7, May 8, May 9 and May 10, 2019.**
- Teachers at Year Round Alternative Schools who will be on vacation at the time of the posting will be notified by an email to their Board email address prior to the beginning of their break from Employee Services on how to access information.
- Principals may short list candidates for interviews if there are more than 4 applicants.
- Principals will inform the Secondary Teaching Office of the successful candidates on May 13, 2019.
- Teachers who are successful in the interviews will be considered as part of that school’s staff for the remainder of the staffing/surplus procedures and subject to the bumping procedures. Letters will be sent by the Secondary Teaching Office to those Teachers indicating their new home schools.

### 2. The Second Teaching Posting Process:

- The second teaching postings are vacancies which are identified as “true vacancies”. These are vacancies that cannot be filled by a surplus Teacher or a Teacher requesting a transfer.
- When vacancies have been identified as “true vacancies”, the positions will be posted across the TDSB. **The posting will be distributed on June 10, 2019 and will close noon on June 14, 2019. Interviews will be held on June 17, June 18, and June 19, 2019.**
- All secondary school Teachers may apply including those identified as surplus to the Board for the following school year.

- Teachers on leave for the following school year are eligible to apply for these posted positions. If they are selected, their leaves will be automatically rescinded and the new school becomes their home school.
- In the Second Teaching Posting process part time secondary school Teachers may apply for part time and/or full time positions. Full time Teachers who accept part time will have their contract status changed to 0.5 permanently.
- In the second Teaching Posting process Principals may consider applicants' certification based on 2 EBNCs or mutual consent to a maximum of 2 sections for a 1.0 timetable.
- Principals will inform the Secondary Teaching Office of the successful candidates on June 20, 2019.
- The Board may hire Teachers to a teaching pool in identified subjects where a shortage is anticipated. They will be placed in accordance with the Collective Agreement.

**3. Term Postings for Year Round Alternative Schools, TDSS (Section 23), Caring & Safe Schools – Alternative Programs and Alternative Attendance Programs:**

- In order to give Teachers the opportunity to see whether working in a program that is significantly different from that of a regular secondary school is a good fit, the Board and the Union have agreed to a posting process that will provide Teachers with an opportunity to try teaching in Year Round Alternative Schools, TDSS (Section 23), Caring and Safe Schools – Alternative Programs and Alternative Attendance Programs.
- All postings for teaching vacancies in Year Round Alternative Schools, TDSS (Section 23), Caring and Safe Schools – Alternative Programs, and Alternative Attendance Programs will note that the position is for one full school year only, and that the successful candidate will remain on the staffing list of the home school for the following school year, subject to staffing and surplus procedures.
- Teachers who are declared surplus to their school and who apply to and win a term position through the teacher postings, will remain “unplaced” for home school purposes only until Central Staffing locates a home school for the Teacher, subject to pull back procedures.
- If a Teacher has been declared surplus to their school and is placed into a vacancy at Year Round Alternative Schools, TDSS (Section 23), Caring and Safe Schools – Alternative Programs and Alternative Attendance Programs, in the Central Staff process, the school becomes the Teacher’s home school, subject to pull back procedures. Teachers in this circumstance may access the placement to be reviewed process specifically designed for placement in a vacancy that is normally a term assignment. See Staffing Rules for more information.
- Teachers who are in a Term Position and subsequently win a home school Position of Responsibility, will have that school become their home school, subject to staffing and surplus procedures.

**During the first or second year:**

- If the Principal chooses not to extend a term position the Principal will notify both the Teacher and the Staffing Officer on or before January 15. The Staffing Officer will notify the appropriate OSSTF TTBU Staffing Officer.

**During the first year:**

- If the Principal supports the extension of a Teacher in a Term Position then that Teacher will receive an email to their Board email address from their Staffing Officer advising them of the extension process during the first week of February, 2020. The Teacher must reply by email, indicating whether he/she is requesting an extension of the term appointment or a return to his/her home school, no later than March 1 (noon).
- The request for extension will be held until all of the following have been confirmed:
  - Staff Allocation is released and confirmation that the term position will continue into the next school year;
  - Confirmation that a Teacher on leave, secondment or central assignment is not returning the following year;
  - Surplus declaration has taken place to ensure that the term Teacher will not be displaced.

Once all of the above have been confirmed, the term Teacher's extension will be approved. If any one of the items above is not confirmed then the Teacher will return to their original home school position, subject to staffing and surplus procedures.

**During the second year:**

- If the Principal supports that the Term Position will become the Teacher's new home school then that Teacher will receive an email to their Board email address from their Staffing Officer advising them of the process to request that this position become their new home school. The Teacher must reply by email, indicating whether he/she is requesting that the term position placement become the new home school or whether he/she wishes to return to his/her current home school, no later than March 1 (noon).
- The request for a new home school designation will be held until all of the following have been confirmed:
  - Staff Allocation is released and confirmation that the term position will continue into the next school year;
  - Confirmation that a Teacher on leave, secondment or central assignment is not returning the following year;
  - Surplus declaration has taken place to ensure that the term Teacher will not be displaced.

Once all of the above have been confirmed, the Teacher's new home school designation will be approved. If any one of the items above is not confirmed then the Teacher will return to his/her original home school position, subject to staffing and surplus procedures.

**NOTE:** A Teacher who is in a term position placement through this process is **not** protected from bumping during the central staffing process.

#### **4. Term Postings for Developmental Disabilities (DD):**

The term of centrally posted Developmental Disabilities (DD) positions shall be 3 (three) years, commencing September 2018 and ending August 31, 2021.

##### **During the third year:**

- If the Principal chooses not to support the extension of a teacher in a centrally posted DD term position the Principal will notify both the Teacher and the Staffing Officer on or before January 15. The Staffing Officer will notify the appropriate OSSTF TTBU Staffing Officer.
- If the Principal supports the extension of a Teacher in a centrally posted DD term position the Teacher will receive an email to their Board email address from their Staffing Officer advising them of the extension process during the first week of February. The Teacher must reply by email, indicating whether he/she is requesting an extension of the term appointment or a return to his/her home school, no later than March 1 (noon).
- The request for approval for extension will be held for approval until Staff Allocation is released and confirmation that the term position will continue into the next school year. If the Allocation is not confirmed the Teacher will return to his/her original home school position, subject to staffing and surplus procedures.
- The acceptance of an extension does not preclude the possibility of a Teacher holding a centrally posted DD term position from applying to a centrally posted DD position at another school site should the opportunity present. Nor does it preclude these teachers from applying to other Teacher postings or POR postings.
- The limit on the number of extensions of centrally posted DD positions by means of the mutual consent of the Teacher and the Principal is two terms.

**NOTE:** A Teacher who is in a term position placement through this process is not protected from bumping during the central staffing process.

#### **5. Interview Process for Teaching Vacancies:**

- 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, then all applicants will 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.
- At least one reference must be checked for the interviewed candidates and that referee should be a Vice-Principal, a Principal or a Supervisory Officer.
- 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 email their Staffing Officer the names of the first and second recommended choices for the position.
- Should a candidate be recommended for more than one position, the Staffing Officers in the Secondary Teaching Office will contact:
  - The candidate, who will indicate his/her preference;
  - The Principals who had recommended the same candidate;
- Principals will not contact any candidates until they have been given approval by their Staffing Officer.
- The Staffing Officers, or their designates in Employee Services, will then contact the receiving Principal to indicate that he/she 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 – Employee Services, soon after the notification of the candidates.

#### **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.

#### **6. Teaching Vacancies That Occur During the School Year:**

- Teachers whose contracts have been terminated as of August 31 and who have retained their recall rights will be offered vacancies for which they are qualified, as the vacancies arise, in accordance with the provisions of the Collective Agreement. Recall rights are summarized in this binder, under “Recall Rights and Procedures”.
- When a vacancy occurs on a date after the beginning of the school year because the incumbent is sick or takes a leave of absence, the position will normally be filled with an occasional Teacher [clause L11.7].
- Vacancies which occur between September 1 and February 15 may, at the discretion of the Board, be filled by a new hire subject to recall provisions [clause L11.7].

**7. Teaching Vacancies Posted Externally:**

- Teaching Vacancies posted externally prior to noon on September 1, 2019, are open to all qualified secondary Teachers.

**8. Posting Notes:**

- Postings will be distributed across the TDSB and all postings will close at 12 noon, 5 school days later.
- Postings in print will be readily available in all secondary schools.
- The Secondary Teaching Office will place postings on the Board's internal web site (TDSBweb) for the posting periods.

1 April 2019

To:  
From:  
CC: School Principal  
Subject: First Teaching Posting

Dear <First\_Name> <Last\_Name>:

It has come to our attention that you will be on break from (School) when the posting of secondary teaching vacancies is advertised system-wide beginning on April 30, 2018 and closing on May 6, 2019 at noon. Interviews will be taking place May 7 through May 10.

In order to ensure that all staff are provided with an equal opportunity to apply to these postings this letter is sent to notify you that you will be able to access all secondary teaching vacancies online. From the TDSB website, click on "Teachers", then on the left hand side "Professional Growth", then "Job Postings".

If you are unable to access the postings online or you are not available for interviews on May 7, May 8, May 9 or May 10, please contact your Staffing Officer to make alternate arrangements.

Learning Centre 1 & 4: Lynda Brewer, Staffing Officer, 416-397-3255, [lynda.brewer@tdsb.on.ca](mailto:lynda.brewer@tdsb.on.ca)

Learning Centre 2 & 3: Sandi Tierney, Staffing Officer, 416-397-3251, [sandi.tierney@tdsb.on.ca](mailto:sandi.tierney@tdsb.on.ca)

On behalf of our students thank you for the leadership that you continue to provide in your school/program.

Sincerely,

David Moore  
Senior Manager, Secondary Teaching Office

cc: Principal, <School>



February 1, 2019

To:

From:

CC: School Principal

Subject: Action Required – Extension of Term Position – Year 1

Dear (Teacher):

Our records indicate that you were appointed to a one year term position (2018-2019) at (school) and that your home school remains (school).

When appointed to this term position you were advised that you may request an extension for a second year, subject to the approval of the Principal of (school).

**To be considered for extension you must reply by email selecting option A or B by March 1, 2019 (noon).**

Option A      I would like to request an extension of my term position for one additional year, 2019-2020 at (school).

Option B      I would like to return to my home school (school) effective September 1, 2019, **subject to staffing and surplus procedures.**

Extension of your placement in the term position will be made only after all of the following information has been confirmed:

- If you are replacing a Teacher on leave, secondment or central assignment and we confirm that the Teacher is not returning the following year
- Funding has been received for the term position to continue into the next school year
- Surplus declaration has taken place and we are able to confirm that you will not be declared surplus to the term position.

If any of the items above are not confirmed then you will maintain (school name) as your home school, subject to staffing and surplus procedures.

If you have any questions, please contact me at (phone number).

Sincerely,

(Name of Staffing Officer)  
Staffing Officer

February 1, 2019

To:

From:

CC: School Principal

Subject: Action Required – Confirmation of Term Position and Home School – Year 2

Dear (Teacher):

Our records indicate that you were appointed to a one year term position in 2017-2018 at (school) and your one year term position was extended for the 2018-2019 school year. Your home school remains (school).

**You must reply by email selecting option A or B by March 1, 2019 (noon).**

Option A      I would like to request that (school) becomes my new home school.

Option B      I would like to return to my home school (school) effective September 1, 2019, **subject to staffing and surplus procedures.**

Home school designation will be approved only after all of the following information has been confirmed:

- If you are replacing a Teacher on leave, secondment or central assignment and we confirm that the Teacher is not returning the following year
- Funding has been received for the term position to continue into the next school year
- Surplus declaration has taken place and we are able to confirm that you will not be declared surplus to the term position.

If any of the items above are not confirmed then you will return to (school name) your home school position, subject to staffing and surplus procedures.

If you have any questions, please contact me at (phone number).

Sincerely,

(Name of Staffing Officer)  
Staffing Officer

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

**SECONDARY TEACHING VACANCIES  
2019 - 2020**

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.**