

STAFFING DATES FOR THE SCHOOL YEAR 2018-2019

JANUARY 10	POR ROUND 1 POSTING	
JANUARY 17	SENIORITY VERIFICATION FORMS TO BE DISTRIBUTED TO TEACHERS	
JANUARY 24	DEADLINE FOR QUALIFICATIONS REVIEW FORM (NOON)	
FEBRUARY 5	TEACHERS RETURN SENIORITY VERIFICATION FORMS TO PRINCIPAL	
FEBRUARY 7	INFORMATION FOR SENIORITY LISTS TO BE RETURNED TO SECONDARY TEACHING OFFICE	
	POR ROUND 2 POSTING	
FEBRUARY 27	SENIORITY LISTS TO BE AVAILABLE IN SCHOOLS	
FEBRUARY 28	BLUE BINDER INFORMATION SESSION FOR NEW ADMINISTRATORS	
*MARCH 1	DEADLINE: APPLICATIONS FOR LEAVE OF ABSENCE and HALF TIME TEACHING WITHOUT PAY REQUESTS (NOON)	
	DEADLINE: TRANSFER APPLICATIONS (NOON)	
MARCH 19 (Tentative)	BLUE BINDER HIGHLIGHTS & STAFF ALLOCATION ROLL OUT	
MARCH 20	POR ROUND 3 POSTING	
MARCH 29	APPLICATIONS FOR SECONDMENT SHOULD BE SUBMITTED BY THE END OF MARCH 2018 AND NO LATER THAN JUNE 29, 2018	
APRIL 5	PRINCIPALS TO INFORM TEACHERS THEY ARE TENTATIVELY SURPLUS TO THE SCHOOL	
	TENTATIVE SCHOOL SURPLUS, STAFFING SUMMARY, VACANCIES, TEACHER TIMETABLES TO SECONDARY TEACHING OFFICE	
APRIL 20	PRINCIPALS INFORM TEACHERS IN WRITING THAT THEY ARE SURPLUS TO SCHOOL	
APRIL 23	MEETING WITH TEACHERS REGARDING SCHOOL/PROGRAM CLOSING (3:45 P.M.)	
	POR ROUND 4 POSTING	
APRIL 25	SCHOOL/PROGRAM CLOSING REPORT VACANCY CHOICES (NOON)	
APRIL 26	SCHOOL/PROGRAM CLOSING – PLACEMENT MEETING (9:00 A.M.)	
*MAY 1	DEADLINE: FULL TIME TEACHING REQUESTS (NOON)	
	DEADLINE: SELF FUNDED (X/Y) LEAVE PLAN	
	FIRST TEACHING POSTING	
MAY 7	FIRST TEACHING POSTING CLOSSES AT NOON	
MAY 14	PRINCIPALS INFORM SECONDARY TEACHING OFFICE OF SUCCESSFUL CANDIDATES	
MAY 15	DEADLINE: NOTICE OF RETIREMENT (AS PER COLLECTIVE AGREEMENT FOR 2018)	
MAY 16	IDENTIFICATION OF PULL BACKS (NOON)	
MAY 17	DEADLINE: WITHDRAWAL OF TRANSFER REQUESTS (NOON)	
	CONFIRMATION OF PULL BACKS	
	CONE OF SILENCE BEGINS	
MAY 22	BOARD-WIDE ALL DAY TRANSFER COMMITTEE MEETING	} CONE OF SILENCE
MAY 24	TRANSFER/LEARNING CENTRE PLACEMENT (LEARNING CENTRES: 1 – 2 – 3 – 4)	
MAY 25	TRANSFER/LEARNING CENTRE PLACEMENT (LEARNING CENTRES: 1 – 2 – 3 – 4)	
MAY 28	BOARD-WIDE PLACEMENT MEETING	
MAY 30	BOARD-WIDE PLACEMENT MEETING	
MAY 31	BOARD-WIDE PLACEMENT MEETING	
JUNE 4	BOARD-WIDE PLACEMENT MEETING	
JUNE 8	TEACHERS ADVISED TENTATIVELY SURPLUS TO BOARD/TEACHERS ADVISED OF NEW PLACEMENTS	
	CONE OF SILENCE ENDS	
JUNE 11	SECOND TEACHING POSTING	

*NB: When March 1st or May 1st falls on a weekend the deadline will be the next school day.

STAFFING DATES FOR THE SCHOOL YEAR 2018-2019

	POR ROUND 5 POSTING
JUNE 15	SECOND TEACHING POSTING CLOSES (NOON)
JUNE 21	PRINCIPALS INFORM SECONDARY TEACHING OFFICE OF SUCCESSFUL CANDIDATES
JUNE 22	DEADLINE FOR DISTRIBUTION OF TENTATIVE TIMETABLES TO TEACHERS BEGINNING OF MAPS PROCESS
JUNE 25	BOARD-WIDE PLACEMENT MEETING
JUNE 29	NOTIFICATION TO TEACHERS SURPLUS TO BOARD/NEW PLACEMENT DEADLINE FOR APPLICATIONS FOR SECONDMENT
JULY 4	BOARD-WIDE PLACEMENT MEETING
JULY 6	SURPLUS TEACHERS' INFORMATION MEETING
JULY 9	DEADLINE: TEACHER CONTACT INFORMATION FORMS RETURNED TO SECONDARY TEACHING OFFICE
JULY 11	BOARD-WIDE PLACEMENT MEETING
AUGUST 22	BOARD-WIDE PLACEMENT MEETING
AUGUST 29	BOARD-WIDE PLACEMENT MEETING
AUGUST 30	DEADLINE: MAPS APPLICATION (NOON)
AUGUST 31	PULLBACK AND CONFIRMATION OF MAPS (NOON)
OCTOBER 15	DEADLINE: LEAVE APPLICATIONS FOR SEMESTER 2

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