

# FULL TIME TEACHING REQUESTS

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## FULL TIME TEACHING REQUESTS

Part time secondary school contract Teachers wishing to become full time must complete the appropriate application form (Request For An Increase To A Full Time Teaching Assignment) and return it to the Principal **by 12 noon, May 1**, in time for full consideration in this year's staffing process.

Completion of the application is not a guarantee that a position will be available.

In the second teaching posting process part time secondary school contract Teachers may apply for full time positions.

After the second teaching posting process has been completed, part time Teachers who have applied for a full time position will be contacted by a Staffing Officer and offered appropriate placements as described on the Request For An Increase To A Full Time Teaching Assignment form. A part time Teacher will have until noon of the following day to confirm whether he/she wishes to accept the placement. If at that time a Teacher declines a position for which he/she is qualified, he/she will be assumed to have withdrawn the application.

If a Teacher declines a position that has sections that would have required mutual consent, the Teacher may be considered for one subsequent placement which requires mutual consent. The Teacher will have until noon of the following day to confirm whether he/she wishes to accept the placement.

If a Teacher accepts a full time position, they are not eligible to have the new placement reviewed for geographic or inappropriate placement purposes.

Note: Part Time Teachers on Approved Unpaid Leave of Absence:

- Part time Teachers on an approved leave of absence may apply for and be considered for an increase to full time contract;
- Such Teachers will be placed on the part to full rescind leaves of absence list as described in the order of operations in central staffing in the Overview section;
- Should a Teacher be offered and wish to accept an increase to a full time contract, they may apply for a leave of absence from their new school subject to the provisions in the Leave of Absence section;
- If the leave is granted the Teacher will have their contract status increased to 1.0 and their home school, for staffing purposes, will be the new school;
- If the leave is denied, in order to have their contract status increased to 1.0, the Teacher will be required to rescind their leave of absence. Should they elect not to do that, they will not be increased in contract status and will no longer be considered for an increase to a full time contract for the current staffing year.

## SECONDARY STAFFING AND SURPLUS PROCEDURES REQUEST FOR AN INCREASE TO A FULL TIME TEACHING ASSIGNMENT

- In order to be considered for the staffing process this form must be submitted by:

**12:00 noon on May 1**  
to the Secondary Teaching Office  
[theresa.raine@tdsb.on.ca](mailto:theresa.raine@tdsb.on.ca)

- This form must be completed annually.

### A. PERSONAL IDENTIFICATION

Teacher Name: \_\_\_\_\_  
Surname
Preferred First Name

School: \_\_\_\_\_ Employee #: \_\_\_\_\_

### B. REQUEST DETAILS

I am requesting an assignment at any school within the Toronto District School Board.

**or**

I am requesting an assignment only within the following Learning Centre(s):  
**[Please make sure you check school profiles in the Learning Centre(s)]**

- Learning Centre 1 North West
- Learning Centre 1 South West
- Learning Centre 2 North East
- Learning Centre 2 North West

**or**

I am requesting full time only at the school to which I am currently assigned.

**Please note that the more restrictive your request, the less likely the request will be able to be accommodated.**

**All subjects on the verification document, whether Certificated or Experienced but not Certificated, may be reflected on a Teacher's timetable during the staffing process.**

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Acknowledgement of Application: \_\_\_\_\_ Date: \_\_\_\_\_