South Shore Regional School Board
Human Resources

Time Lines for Staffing 2017-2018

Round 1 – Administrative Positions

Please note that administrative positions will be posted only if there are vacant, unfilled, or term positions to be filled as of the posting date.

Posting on Web Site	Tuesday, February 7, 2017 – 4:00 PM
Closing	Tuesday, February 14, 2017 – 4:00 PM
Approval	Monday February 20, 2017

Posting on Web Site	Tuesday, February 21, 2017 – 4:00 PM
Closing	Tuesday, February 28, 2017 – 4:00 PM
Approval	Friday, March 10, 2017

Posting on Web Site	Tuesday, March 21, 2017 – 4:00 PM
Closing	Tuesday, March 28, 2017 – 4:00 PM
Approval	Monday April 3, 2017

Posting on Web Site	Tuesday, April 4, 2017 – 4:00 PM
Closing	Tuesday, April 11, 2017 – 4:00 PM
Approval	Monday April 17, 2017

Posting on Web Site	Thursday, April 20, 2017 – 4:00 PM
Closing	Thursday, April 27, 2017 – 4:00 PM
Approval	Friday May 5, 2017

Posting on Web Site	Tuesday May 16, 2017 – 4:00 PM
Closing	Tuesday, May 23, 2017 – 4:00 PM
Approval	Friday, June 2, 2017

Posting on Web Site	Tuesday, June 6, 2017 – 4:00 PM
Closing	Tuesday, June 13, 2017 – 4:00 PM
Approval	Friday, June 23, 2017

Posting on Web Site	Wednesday, June 28, 2017 – 4:00 PM
Closing	Wednesday, July 5, 2017 – 4:00 PM
Approval	Friday, July 14, 2017

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Posting requests for all known vacant (permanent) and unfilled (100% term) positions are due to the Human Resources Department by 12:00 PM on Tuesday May 16, 2017

Surplus teachers are identified and Surplus Teacher Declaration Forms completed and submitted to the Human Resources Department by 12:00 PM on Tuesday May 16, 2017

Round 2 – Surplus Teachers

Suitable Positions provided to Surplus Teachers	Wednesday May 17, 2017 – 4:00 PM
Surplus Teachers respond	Friday May 19, 2017 – Noon
Surplus Teachers placed	Friday May 19, 2017 – 4:00 PM

Round 3 – Teacher Initiated Transfers 1

Posting on Web Site	Tuesday May 23, 2017 – 4:00 PM
Closing	Thursday May 25, 2017 – 4:00 PM
Recommendations	Tues May 30, 2017 – Noon
Approval	Tuesday May 30, 2017 – 4 pm

Round 4 – Teacher Initiated Transfers 2

Additional Posting Requests due to Human Resources	Wednesday May 31, 2017 – Noon
Posting on Web Site	Wednesday May 31, 2017 – 4:00 PM
Closing	Monday June 5, 2017 – 4:00 PM
Recommendations	Thursday June 8, 2017 – Noon
Approval	Thursday June 8, 2017 – 4:00 PM

Round 5 – Term Recall (Permanent and Terms 90% or more)

Additional Posting Requests due to Human Resources	Monday June 12, 2017 at noon
Posting on Web Site	Wednesday June 14, 2017 – 4:00 PM
Closing	Wednesday June 21, 2017 – 4:00 PM
Recommendations	Monday June 19, 2017 – 4:00 PM
Approval	Tuesday June 27, 2017

South Shore Regional School Board
Human Resources

Time Lines for Staffing 2017-2018

Posting requests for all remaining positions are due to the Human Resources by Noon on Thursday June 29, 2017.

Round 6 – Open (All remaining positions)

Posting on Web Site	Thursday June 29, 2017 – 4:00 PM
Closing	Thursday July 6, – 4:00 PM
Recommendations	Thursday July 14, 2017 - Noon
Approval	Thursday July 14, 2017 – 4 pm

Round 7 – Open (All remaining positions)

Additional Posting Requests due to Human Resources	Monday July 17, 2017 - Noon
Posting on Web Site	Tuesday July 18, 2017 – 4:00 PM
Closing	Tuesday July 25, 2017 – 4:00 PM
Recommendations	Wednesday August 2, 2017 - Noon
Approval	Thursday August 3, 2017

*****STAFFING WILL SHUT DOWN FROM AUG 3 – AUG 10*********

Round 8 – Open (All remaining positions)

Additional Posting Requests due to Human Resources	Friday August 11, 2017 – Noon
Posting on Web Site	Monday August 14, 2017 – 4:00 PM
Closing	Tuesday August 15, 2017 – 4:00 PM
Recommendations	Friday August 18, 2017 – Noon
Approval	Friday, August 18, 2017 – 4 P.M.