

**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	Monday June 12, 2017 – 4:00 PM
Closing	Monday June 19, 2017 – 4:00 PM
Recommendations	Monday June 26, 2017 – 4:00 PM
Approval	Tuesday June 27, 2017

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*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, 2017 – 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	Friday August 11, 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.

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