



# Memo



**DATE:** January 17, 2023  
**TO:** Principals and Vice-Principals  
**FROM:** Human Resources

---

## SECONDARY TEACHER STAFFING 2023-2024

Course selection ..... Mid-February  
Timetable Building Training ..... February 22-24  
Assignment within a school process ..... Early March  
Timetable Complete .....April 6  
Build tentative school assignments ..... April 27  
Staffing Allocations (Function Sheets) ..... 1<sup>st</sup> week of May

## NEW YEAR POSTINGS

All school vacancies submitted to HR Staffing via SSDAS.....May 2 or sooner

### Round One

**All known** continuing vacancies posted.....May 11-17  
Principals interview candidates  
Principals record successful candidates in SSDAS  
Principals submit new continuing FTE vacancies to HR by.....May 23

### Round Two

**All known** continuing vacancies posted ..... May 25-31  
Principals interview candidates  
Principals record successful candidates in SSDAS  
Principals submit vacancies created by round one to HR by.....June 5

### **Completion of all Continuing Postings (except for Specialized Positions)**

## MID-YEAR POSTINGS

All vacancies are temporary vacancies .....June 8  
**(exception Specialized Positions not filled in Round One & Two)**

## OTHER STAFFING DATES

Retirement deadline (contractual) .....May 31  
All approved job share agreements due by .....June 30  
New Teacher Orientation .....August 31