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Subject	ELEMENTARY STAFFING PROCEDURES
References	Current Collective Agreement
Links	
Contact	Human Resource Services

Elementary staffing procedures are set out in the current collective agreement between the Board and SCETF. This Administrative Procedures Memorandum provides specific information about procedures related to the submission of information by teachers wishing to transfer to another school, consolidate their teaching assignments and/or to increase their current contract full-time equivalence for September of the next school year. Timelines for the staffing process are issued to the system as a numbered memorandum in January each year.

1. Voluntary Transfer/Contract Consolidation/Contract Increase

- 1.1 An elementary school teacher wishing to transfer, consolidate or increase contract may:
 - 1.1.1 apply for any posted contract vacancy; or
 - 1.1.2 complete an Application for Transfer/Consolidation/Contract Increase;
 - 1.1.3 the application form(s) for Transfer/Consolidation/Contract Increase are available each year on the staff website at <http://staff.scdsb.on.ca> for a limited period of time from February 14 until 4:00 p.m. on March 1. The application form is accessible from any Simcoe County District School Board (SCDSB) network computer or home computer with internet access by any contract teacher with a valid username and password on the SCDSB system. Upon completion of the application form, the teacher will receive a confirmation number verifying the successful electronic submission of the form. It should be noted, this process does not replace the established job application procedures. When known vacancies are posted to the system, teachers who have applied for transfer/consolidation/contract increase, and are interested in posted positions, must apply directly as specified on the individual posting(s).
 - 1.1.4 The applications for Transfer/Consolidation/Contract Increase will be considered in light of one for one matches, and available vacancies, during the spring elementary staffing process. A teacher seeking a transfer/consolidation/increase should realize the more choices indicated in the application, the greater the probability of achieving the request. After March 1st each year, principals will be notified electronically of the names of teacher(s) on their staff who have applied for transfer, contract increase or consolidation.



- 1.1.5 A teacher who completes an application for Voluntary Transfer/Consolidation /Contract Increase, and declines an offer that meets a stated preference shall be removed from the process for that school year. Although the Staffing Committee will attempt to facilitate as many requests as possible, the completion of an application does not guarantee that transfer/consolidation/increase can be achieved. Successful applications for voluntary transfer/consolidation/contract increase will be communicated to the teacher and Principals concerned by the Staffing Committee in a timely manner.;
- 1.1.6 The Board has the right to assign teachers to teach programs for which they have the necessary qualifications. The Board in assigning a teacher to teach a specialized program (Special Education or FSL) for which he/she is qualified shall not, upon the request of the teacher for the following year, assign the teacher who has already taught at least five (5) consecutive years in the specialized program in question, unless reassignment would result in the surplus of another teacher in that school. Where a vacancy occurs during the school year, the teacher who has already taught for at least five (5) consecutive years in the specialized program in question, may be reassigned upon request to the vacancy if the teacher is qualified, and if another qualified teacher applies on a first posting to the special program position.

2. Administrative Transfers

- 1.1 The Board recognizes that administrative transfers between schools may be necessary in order to address the best interests of the teacher and the school.
- 1.2 When an administrative transfer is being considered, the Superintendent of Education shall discuss the rationale for the transfer and the criteria upon which it is based with the teacher, the Superintendent of Human Resource Services or designate, and the Union President.
- 1.3 Administrative transfers will be facilitated where possible, if and when suitable positions are available, and qualifications match.

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