

**South Shore Regional Centre for Education  
Human Resources**

**Time Lines for Staffing 2019-2020**

**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, April 30, 2019 – 5:00 PM
Closing	Monday, May 6, 2019 – Midnight
Approval	Friday, May 17, 2019

Posting on Web Site	Tuesday, May 21, 2019 – 5:00 PM
Closing	Monday, May 27, 2019 – Midnight
Approval	Friday, June 7, 2019

Posting on Web Site	Tuesday, June 11, 2019 – 5:00 PM
Closing	Monday, June 17, 2019 – 4:00 PM
Approval	Friday, June 28, 2019

Posting on Web Site	Tuesday, July 2, 2019 – 5:00 PM
Closing	Monday, July 8, 2019 – 4:00 PM
Approval	Friday, July 19, 2019

Posting on Web Site	Tuesday, July 23, 2019 – 5:00 PM
Closing	Monday, July 29, 2019 – 4:00 PM
Approval	Thursday, August 8, 2019

Posting on Web Site	Tuesday, August 13, 2019
Closing	Monday, August 19, 2019 – 4:00 PM
Approval	Friday, August 30, 2019

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*Posting requests for all known vacant (permanent) and unfilled (100% term) positions are due to the Human Resources Department by Noon on May 6, 2019*

*Surplus teachers are identified and Surplus Teacher Declaration Forms completed and submitted to the Human Resources Department by Noon on Tuesday, May 7, 2019*

**Round 2 – Surplus Teachers**

Suitable Positions provided to Surplus Teachers	Friday, May 10, 2019 – 4:00 PM
Surplus Teachers respond	Monday, May 13, 2019 – 4:00 PM
Surplus Teachers placed	Wednesday, May 15, 2019 – 4:00 PM

**Round 3 – Teacher Initiated Transfers 1**

Posting on Web Site	Thursday, May 16, 2019 – 5:00 PM
Closing	Tuesday, May 21, 2019 – Midnight
Approval	Monday, May 27, 2019 – 4:00 PM

**Round 4 – Teacher Initiated Transfers 2**

Additional Posting Requests due to Human Resources	Tuesday, May 28, 2019 – Noon
Posting on Web Site	Wednesday, May 29, 2019 – 5:00 PM
Closing	Tuesday, June 4, 2019 – 4:00 PM
Approval	Tuesday, June 11, 2019 – 4:00 PM

**Round 5 – All remaining Permanent and Term positions-Job Fair for Term A and B Teachers- Friday June 21. Job Fair for remaining Term A and B plus Term C and D- June 22 (Permanent teachers who are appointed in this round will be appointed prior to the Job Fair and will not attend the Job Fair)**

Additional Posting Requests due to Human Resources	Wednesday, June 12, 2019 at noon
Posting on Web Site	Thursday, June 13, 2019 – 5:00 PM
Closing	Monday, June 17, 2019 – 4:00 PM
Job Fair - Term A and B only	Friday, June 21, 2019 4 PM to 8:00 PM
Job Fair - Term A, B, C and D only	Saturday June 22, 2019 10:00 AM to 3:00 PM
Approval	Tuesday June 25, 2019– 4:00 PM

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**Round 6 – Open (All remaining positions)**

Additional Posting Requests due to Human Resources	Monday, June 24, 2019 - Noon
Posting on Web Site	Tuesday, June 25, 2019 – 5:00 PM
Closing	Monday, July 1, 2019 – 4:00 PM
Recommendations	Monday, July 8, 2019 - Noon
Approval	Wednesday, July 10, 2019 – 4 PM

**Round 7 – Open (All remaining positions)**

Additional Posting Requests due to Human Resources	Thursday, July 11, 2019 - Noon
Posting on Web Site	Thursday, July 11, 2019 – 5:00 PM
Closing	Wednesday, July 17, 2019 – 4:00 PM
Recommendations	Wednesday, July 24, 2019 - Noon
Approval	Thursday, July 25, 2019 – 4 PM

**Round 8 – Open (All remaining positions)**

Additional Posting Requests due to Human Resources	Monday, July 29, 2019 – Noon
Posting on Web Site	Tuesday, July 30, 2019 – 5:00 PM
Closing	Monday, August 5, 2019 – 4:00 PM
Recommendations	Monday, August 12, 2019 – Noon
Approval	Wednesday, August 14, 2019 – 4 P.M.