

**South Shore Regional Centre for Education  
Staffing Timeline for 2023-2024  
Process for Administrators and Teachers**

**Administrative and Consultant 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 requests for all known vacant (permanent) and unfilled (100% term) positions are due to the Human Resources Department by End of Day on Thursday, April 20, 2023***

***Surplus teachers are identified and Surplus Teacher Declaration Forms completed and submitted to the Human Resources Department by End of Day on Friday, April 28, 2023***

Posting on Web Site	Friday, April 21, 2023 – 12:01 AM
Closing	Tuesday, April 25, 2023 – 11:59 PM
Approval	Wednesday, May 3, 2023

- There are a number of rounds within the Administrative and Consultant round. We will post every two weeks, on Fridays, to allow for interviews and selection process.
- There is a document that outlines the short listing process for the positions: [Screening and Interview Scoring for Educational Administrative Roles March 2023](#)

**Round 1 – SSRCE Surplus Teachers (No Posting)**

Email to Surplus Teachers	Monday, May 1, 2023 – 12:01 AM
Closing	Wednesday, May 3, 2023 – 11:59 PM
Approval	Friday, May 5, 2023

- In the Surplus Round, HR will email the surplus teachers on the permanent positions available before posting. Surplus teachers will identify the positions they are qualified for and will rank their top 5 positions. Positions not taken by surplus teachers will be posted in Round 3.
- Please refer to Article 23.03 in the NSTU Local Agreement: [NSTU Local Agreement](#)

**Round 2 – SSRCE Teacher Initiated Transfers 1 (100% Terms & Permanents)**

- Permanent teachers are placed in this round, followed by Term A and B teachers).

Posting Requests due to Human Resources	On or Before Thursday, May 4, 2023 – 10:00 AM
Posting on Web Site	On or Before Friday, May 5, 2023 – 12:01 AM
Closing	On or Before Monday, May 8, 2023 – 11:59 PM
Approval	On or Before Friday, May 12, 2023

- Permanent teachers, Term A and B teachers are eligible to apply in this round. We post all positions as internal/external on our website. Permanent qualified teachers are placed first and

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then qualified Term A teachers followed by qualified Term B teachers, in that order.

- The staffing process for round this outlined in Articles 23, 24, and 25 in the NSTU Local Agreement.
- Term Teacher status is outlined in Article 22 in the NSTU Local Agreement.

**Round 3 – SSRCE Teacher Initiated Transfers 2 (100% Terms & Permanents)**

- Permanent teachers are placed in this round, followed by Term A and B teachers.

Additional Posting Requests due to Human Resources	On or Before Thursday, May 11, 2023 – 10:00 AM
Posting on Web Site	On or Before Friday, May 12, 2023 – 12:01 AM
Closing	On or Before Monday, May 15, 2023 -11:59 PM
Approval	On or Before Friday, May 19, 2023

- Permanent teachers, Term A and B teachers are eligible to apply in this round. We post all positions as internal/external on our website. Permanent qualified teachers are placed first by qualifications and/or seniority then qualified Term A teachers followed by qualified Term B teachers, in that order.
- The staffing process for round this outlined in Articles 23, 24, and 25 in the NSTU Local Agreement.
- Term Teacher status is outlined in Article 22 in the NSTU Local Agreement.

**Round 4 – All Remaining SSRCE Permanent and Term Positions (Job Fair)**

- Permanent teachers are placed in this round. Remaining Term A and B teachers will participate in a Job Fair for remaining positions. Terms C and D teachers will be interviewed for remaining positions.

Additional Posting Requests due to Human Resources	On or Before Thursday, May 18, 2023 – 10:00 AM
Posting on Web Site	On or Before Friday, May 19, 2023 – 12:01 AM
Closing	On or Before Monday, May 22, 2023 – 11:59 PM
Approval	On or Before Friday, May 26, 2023

- Permanent teachers, Term A, B, C, and D teachers are eligible to apply in this round. We post all positions as internal/external on our website. Permanent qualified teachers are placed first followed by Term A, B, C, D teachers, in that order. Qualified term teachers who are Term A and B continue to be placed. Term C and D teachers will be interviewed for eligible positions.
- The staffing process for round this outlined in Articles 23, 24, and 25 in the NSTU Local Agreement.

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- Term Teacher status is outlined in Article 22 in the NSTU Local Agreement.

**Round 5+ – Open/External Positions (All remaining positions)**

Additional Posting Requests due to Human Resources	On or Before Thursday, May 25, 2023 – 10:00 AM
Posting on Web Site	On or Before Friday, May 26, 2023 – 12:01 AM
Closing	On or Before Monday, May 29, 2023 – 11:59 PM
Approval	On or Before Friday, June 2, 2023

- Permanent qualified teachers are placed in the remaining rounds followed by Term A, B, C, D teachers, in that order. Qualified term teachers who are Term A and B continue to be placed. Term C and D teachers will be interviewed for eligible positions.
- The staffing process for round this outlined in Articles 23, 24, and 25 in the NSTU Local Agreement.
- Term Teacher status is outlined in Article 22 in the NSTU Local Agreement.
- External applicants are now eligible to apply in these remaining rounds.

**All Remaining Rounds – Open/External (All remaining positions)**

Additional Posting Requests due to Human Resources	On or Before Thursday at 10:00 AM
Posting on Web Site	On or Before Friday at 12:01 AM
Closing	On or Before Monday at 11:59 PM
Approval	On or Before Friday at 12:00 PM

- Remaining Staffing Rounds after June 2<sup>nd</sup> will follow the above times lines each week until all positions are filled.