

STAFFING OF ADMINISTRATORS AND TEACHERS

Category: Human Resources

Revised: February 2021

Policy Statement

The hiring of qualified staff to support the delivery of quality educational programs and services requires ASD-S to have an established plan and process in place to meet this responsibility. The procedures must meet the human resource needs of schools and the District while complying with the policies, regulations and statutes outlined in the Education and other provincial and federal legislation, collective agreements and locally established governance practice.

Procedures

<p>February/March</p>	<ul style="list-style-type: none"> • Expression of Interest for Transfer Forms (on Portal) for B contract teachers • Retirements received, requests for leaves, Education Leaves granted
<p>April/Early May</p>	<ul style="list-style-type: none"> • Permanent administrator positions are posted externally, acting may be posted only within the district – lead teacher and coach positions posted. • Directors of Schools and staff configure classes based on FTE received from the Department and enrolments. • Principals receive their allocation of teaching FTE based on enrolment projections. • Information Meeting for Ds by Education Centre
<p>May/Early June</p>	<p><u>B Teacher Transfer Requests Article 45:06</u> (limited opportunities as transfers are only available to permanent B positions)</p> <ul style="list-style-type: none"> • Deliberated by Directors of Schools/Directors with assistance from Coordinators • School need, fit to position and qualifications considered • Decisions made by District Office Staff and communicated to B Teachers <p><u>Surplus B Teachers are determined, based on:</u></p> <ul style="list-style-type: none"> • School FTE allotment • Current staff allocation <p><u>Placement of Surplus B's</u></p> <ul style="list-style-type: none"> • Surplus B's are placed in permanent positions where possible <p><u>Placement of Partial B's</u></p> <ul style="list-style-type: none"> • Partial B's are offered full-time positions as per article 48.06 of the collective agreement, intentions must be given in writing as early as possible • Vacant Supplementary Positions of Responsibility (SPR) are posted at the school level <p><u>Available temporary positions (D Contract) are determined, based on:</u></p> <ul style="list-style-type: none"> • Number of B Contract Teachers on leave • Replacing a teacher with or without pay as per Schedule D (Article 61) <p><u>Placement of D Contract Teachers</u></p> <ul style="list-style-type: none"> • All D contract positions will be posted as per Article 48:09 • With a positive evaluation, D teachers may be re-instated by District Office

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<p>June</p>	<p><u>Remaining D Contract Positions (48.09)</u></p> <ul style="list-style-type: none"> • Remaining D positions will be posted to D teachers with recall who have not secured a full time position. • Ds with recall must be considered first based on qualifications • Remaining positions, or those that Ds with recall do not meet qualifications for, are posted to the public via district website for external consideration • Unrecalled Ds notify their Director of Schools with summer email information
<p>October</p>	<p><u>Available permanent positions (B Contracts assigned) are determined, based on:</u></p> <ul style="list-style-type: none"> • Number of current permanent positions • Number of available positions based on FTE allotment • Number of retirements • Number of resignations

Reference

- New Brunswick Teachers' Association Collective Agreement

Appendices