

ALGOMA DISTRICT ELEMENTARY TEACHERS

Main Office: 123 March St., Suite 106 Sault Ste. Marie, Tel: 942-3379 Fax: 942-1054

SCHOOL STAFFING COMMITTEE 2014-2017

Purpose:

*To review and discuss staffing assignments and supervision for each school.

*To ensure staff input on staffing.

Composition:

As per Article 22.2 –Step 2 (page 63) ~ The staffing committee will consist of:

1. The Principal
2. (The Vice-Principal, if one exists)
3. The Steward
4. A maximum of two (2) other teachers elected from the teaching staff within the school.

In other words, there may be more ETFO members than administration if a school does not have a VP. There will be no fewer than three people on this committee. **It is never possible to have just the Principal and the Steward.**

Step 2 of the Staffing Process will be completed no later than April 8th.

If the April 8th completion date is not reasonable, then both parties can mutually agree to extend the completion date.

STAFFING SIMPLIFIED: ADETFO has met with ADSB and the following tentative schedule has been agreed upon.

- Organization will be brought to the April 4th Board meeting.
- April 5th – Excess members will be notified by the principal. Excess members may not post or transfer during spring staffing and will be required to complete “**Form D**” (Restricted Vacancy). Placements will not begin until after June 1st. ***Excess members do not complete transfer notification forms. You will be required to indicate geographic areas in which you are prepared to accept recall on Form D).
- April 6th – Surplus members will be notified by the principal and **Form B** (Surplus Placement Consideration) to be given to surplus members.
- Staffing Committees meet (see pg. 63 of the CA for duties).
- April 7th – Step 3 – Special Position Posting goes out and will be posted for 5 days. (*Interviews where required to be held April 19/20. These are competition based and open to all members*).
- April 21st - Release of Vacancies for Surplus members @ 3:00 pm.
- April 24th – Form B (Surplus Placement Consideration) due @ 3:00 pm.
- April 27th – Surplus members placed and notified via email.
- April 28th – Transfer Vacancies Posted @ 3:00 pm and members who completed Form A by March 1st to be given “**Form C**” (FTE +/- /Transfer Placement Consideration) by principal.
- May 1st – Form C due at 3:00 pm. (***Only indicate positions you are willing to accept. This is a commitment at this stage.)
- May 2nd – Transfer placements.
- First and Second General Postings to be completed by June 1st.
(***These positions are competition based and open to all members).
****All forms will be completed and submitted electronically on the ADSB employee portal****
- Excess members “**Form D**” placement process occurs