

### POSTINGS & SCHOOL ENROLMENT

The collective agreement dictates a number of procedures and timelines as they pertain to the area of Transfer by Posting. The availability of positions that are posted is determined by the schools enrolment projections and commensurate subject needs. The following clauses are prescriptive and outline the exclusive way by which a Teacher can transfer between schools or work sites. These are the pertinent Articles from the current recently ratified Collective Agreement that impact the latest set of upcoming postings:

**N.B. All Bolded type reflects the new and improved language applicable to the new Secondary Teachers' Collective Agreement.**

- 14.020 (a) All known openings shall be posted with **all required and/or preferred teaching qualifications. For positions where years of secondary teaching experience is a requirement, the posting shall indicate the requisite number of years.**
- (b) **To be eligible to apply for posted positions, Teachers must have the required qualifications at the time of application.**
- (c) **The position posted will be the actual position filled by the successful candidate. Exceptions may occur by mutual consent.**
- (d) The Principal shall share and explain with the SAAC the number of openings to be posted. SAAC ensures that Teachers' preferences are considered prior to recommending postings. The SAAC will recommend to the principal subject sections to be posted. The principal shall solicit interest within the existing staff for positions to be considered for posting.
- 14.020 B (c) **By January 20<sup>th</sup>, the Board shall determine and communicate to school Principals and the President of the Dufferin-Peel Secondary Unit, the school enrolment projections to be used for staffing purposes. Within two weeks after January 20<sup>th</sup>, the Associate Director, Instructional Services, as in section 13.051 B, shall distribute to the school Principal the staffing spreadsheet.**
- (d) **Prior to the end of the first semester**, each school Principal shall hold a general staff meeting in order to communicate projected enrolment changes for the following school year and probable numbers of staff to be hired or declared surplus.

Dufferin Peel Secondary Unit

President: Gian Marcon

Teacher Welfare: Peter MacDonald

Health & Safety: Brian Heimbecker

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Volume 10 No. 5

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jan 21, 2009

- (e)
  - (i) By the fourth Friday in **February**, the Board shall post initially in secondary schools only, available exclusively to secondary Teachers, known existing vacant department headship positions in schools in the next school year.
  - (ii) By the fourth Friday in February, the Board shall post available exclusively to secondary Teachers the known teaching positions vacant in secondary schools for the next school year.
  - (iii) Vacant teaching positions that are not filled as a result of the postings referred to in clause (ii) above, shall be held for the possible placement of Teachers who are declared surplus under subsection 14.020 **(f)**.

**TEMPORARY ADMINISTRATIVE REPLACEMENTS**

Commencing second semester this school year schools will be able to employ DPSU members as Temporary Administrative Replacements (TAR). The TAR in any given school will be selected by local administration. The following clauses from the Collective Agreement will apply:

**Temporary Administrative Replacement**

- (a) A Temporary Administrative Replacement is a Teacher appointed by the Director of Education, on the recommendation of the Principal, to be the Principal's designate to carry out administrative duties when the school's administration is required to be absent from the school. The Temporary Administrative Replacement is responsible only for responding to emergency situations. Where a school's enrolment exceeds 1500 students, the Temporary Administrative Replacement can be assigned when only one Administrator is on site.**
- (b) A Temporary Administrative Replacement shall not discipline or evaluate other Teachers.**
- (c) It is understood that:**
  - i) the appointment of the Temporary Administrative Replacement is for one year.**
  - ii) no on-calls will be generated as a result of the utilization of a Temporary Administrative Replacement.**
  - iii) the time spent by a Temporary Administrative Replacement performing such duties is not part of the Teacher's 825 minutes of supervision/on-call time per semester.**
  - iv) the Temporary Administrative Replacement will not be called upon more than on two (2) consecutive days.**
  - v) a list of all Temporary Administrative Replacements will be provided to the Unit on an annual basis, no later than October 15<sup>th</sup>.**

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