

## **Staffing Information No. 1**

David Komljenovic ([president@kttta.ca](mailto:president@kttta.ca) / 250-320-1825) / Amanda Jensen ([1vp@kttta.ca](mailto:1vp@kttta.ca) / 250-819-3090)  
KTTA office (250-554-1223 or [office@kttta.ca](mailto:office@kttta.ca))

### **Round 1 Postings (Deadline: Friday, May 19th @12PM)**

Attached to this email are the Round 1 postings for Secondary, Middle School, and Elementary for the 2017-18 school year.

Note that in the postings, there are:

- 1) Elementary - 54 Full Time positions and 9 Part Time positions
- 2) Middle School - 3 Full Time positions and 2 Part Time positions
- 3) Secondary - 14 Full Time positions and 15 Part Time positions

Teachers can post on these positions based on their status, seniority, and qualifications.

The following is the order of priority that the district will fill positions:

- 1) Returning from Leave - teachers returning from leave (medical leave >2 years, personal leaves) or teacher who otherwise hold this status (ie. surplus to significantly different grade level/course last year)
- 2) Surplus - teachers identified as surplus to the needs of their school
- 3) Transfer - teachers who have held a position in their school for three (3) years or more OR part time continuing teachers who want to increase their FTE

Because there are sufficient positions for teachers who were declared surplus to fill, the district will NOT be laying off any teachers.

Once these positions are filled, the KTTA will send out an email with all of the successful applicants and their seniority as of the recent seniority list.

To access the seniority list, please follow this process:

- 1) Zimbra - visit zimbra (which you can access at [www.sd73.bc.ca](http://www.sd73.bc.ca))
- 2) MySD73 in Zimlets - click on MySD73 on Zimlets (on the lower left hand side)
- 3) Click on "Teachers"
- 4) Click on "Seniority List"
- 5) Click on "2016-17"
- 6) Click on "Seniority Lists"
- 7) Click on "Seniority Report as of April 30, 2017 - By Teacher Name" (or "By Month")

### **In-School Assignment Process**

The in-school assignment process is dictated by Article E.20.2 (Assignments Within Schools)

- 1) "Discussions pertaining to school organization, proposed timetable and staff assignments shall occur during regular staff meetings." Discussions relate to an exchange of information and provides for the transparency required by staff members to be able to advocate for particular assignments. Nothing compels administration to a process more than this related to school organization, proposed timetables, and staff assignments.

2) "In-school assignment changes shall be accommodated wherever possible, taking into consideration qualifications, training, experience, the employee's preference, and equitable distribution of workload." Consideration requires administration to turn their mind to those factors - one of which is employee preference and experience (what has the teacher taught consistently). This allows the teacher a greater ability to engage in a discussion about their preferred assignment and if a teacher is not pleased with a proposed assignment, they should email administration noting why they should have a different assignment. There should be a response from administration explaining their position.

3) "Prior to a position being declared available for transfer or vacant, the principal/vice-principal in consultation with staff will consider in-school assignment changes." Consultation requires information being provided and an exchange of ideas with an attempt to resolve any outstanding issues. Teachers should expect to have their request for an assignment considered before a position is posted.

If you see a position you requested through the in-school assignment process posted, email the school administration and provide reasons why you believe you should have the position, and also request a rationale for why you were not considered for the position.

If you are not pleased with your assignment and believe the process was not followed, the KTTA can support you through the grievance process. The extent to which a grievance would assist is to pressure school administration in looking for solutions.

If the process is followed properly, administration does have the discretion to determine the assignments for teaching staff.