

**To:** All Teaching Staff  
**From:** Jen Christenson, Human Resources  
**Date:** April 18, 2023  
**Re:** New Year and Mid Year Posting Process

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In preparation for New Year and Mid Year postings, please note the timeline and application process outlined below.

### **New School Year Postings (consists of 2 rounds)**

1<sup>st</sup> Round - May 11 - May 17, 2023

- All known Continuing FTE and 1.0 full year Temporary vacancies are posted on our [website](#)

2<sup>nd</sup> Round - May 25 - May 31, 2023

- All known Continuing FTE and remaining Temporary vacancies are posted on our [website](#)

**\*\*Only teachers with continuing status (seniority number) can apply\*\***

### **Mid School Year Postings**

June 8, 2023 through May 2024

- **All** vacancies are temporary vacancies and will be posted
- **Exception: as per Article E.12.8f: if in the event there are no qualified applicants in round one and two, the vacancy may be posted as continuing in the Mid School Year Posting.**
- All internal and external candidates may apply
- Qualified continuous status teachers placed prior to considering TTOCs or external candidates.

### **Filling Vacant Positions (As per Article E 12.7)**

When filling vacancies, the successful applicant will be chosen based on the following criteria:

- Certification and qualifications (suitability of major and minor subject fields, program concentration and subsequent training);
- Pertinent experience;
- Seniority, District-wide;
- Quality of teaching performance as reflected in evaluation reports of Principals/Vice Principals and Superintendents, and written references from supervisors and others which may be presented by the applicant at their option;
- District objectives, school philosophy if applicable, curriculum and program needs

Where two or more applicants are equal in the opinion of the Superintendent after their assessment of the above criteria, qualified internal applicants will be given priority over external applicants.

## **Online Application:**

Requirements for application:

- Seniority Number (if applicable)
- Certification and qualifications
- Pertinent experience
- Additional training and certification
- Brief description of why you would be an ideal candidate for this positions (may wish to refer to the school specific Framework for Enhancing Student Learning – FESL)
- Professional references
- Resume and transcripts must be attached

\*Please note that applications will not be considered complete without all the above criteria

A Zoom session to review this process will be held on May 3 at 3:30pm. Please [use this link to join the meeting](#).

If you have questions regarding this process, please contact Nicole, Human Resources Assistant, at [hreducation@sd79.bc.ca](mailto:hreducation@sd79.bc.ca) or Jen at [jchristenson@sd79.bc.ca](mailto:jchristenson@sd79.bc.ca).