

INTERNAL HIRING PROCESS

Documents Required To Be Considered:

- Updated Cover Letter and Resume**
- a current pastoral letter of reference**
- two reference letters**
- Principal recommendation**

Our Notice of Vacancy procedure is limited to two internal postings for permanent teachers within the Board for positions that commence in September of the following school year. Positions of 50% or more are posted, positions less than 50% are offered to teachers wishing to increase their contract in order of seniority. The Board will provide one additional posting prior to external advertising to allow permanent, probationary, long-term occasional and casual occasional teachers to apply. **For these positions the eligibility for long-term occasional and casual occasional is a minimum of 150 working days with the Board including supply teaching from previous years. For any permanent positions that arise during the school year a minimum of 60 working days is required to apply to the position.** Permanent teachers are not eligible for a transfer during the school year, unless the vacancy arises at their school and the Principal agrees to the change in assignment. If a candidate is successful through the posting process to a permanent placement, they may not apply to another posted position unless they are trying to increase their contract by applying for additional time. Long-term occasional teachers who have accepted a Long-term occasional contract will be released from their Long-term occasional contract in order to be considered for a permanent position within the board.

During the summer months the board will not post vacancies, but instead draw from a pool of candidates. The pool of candidates consists of long-term occasional teachers, casual occasional teachers and external candidates who have received a principal recommendation. If a vacancy arises a Principal will select a minimum of three candidates to interview for their position from the pool hiring list that is provided to them through Human Resources. This process continues until all positions are filled for the commencement of school.

During the school year all positions 50% or more and a minimum of 60 days in length are posted. Under certain circumstances positions for other contractual amounts or lengths may be posted. Positions will be posted on our Job Hotline 519-824-4640 ext 41, our website www.wellingtoncdsb.ca under employment, at schools and under Human Resources through firstclass.

To apply to a posting, please complete the vacancy form by the deadline date and ensure the above information is on file with Susan Paoli, Human Resources Officer. Multiple positions may be listed on one vacancy form.