

## **PERMANENT VACANCIES**

Principal submits a Teacher Posting Request and reviews applicants for position

Permanent Durham DSB teachers apply who are qualified for the position

No

Yes

Principal interviews the FIVE most senior applicants from the LTO list who are qualified and eligible (served at least 4 months in LTO position)

Principal interviews all qualified permanent teachers

No

Successful candidate found from applicants  
(Note: Regulation 274 requires an offer to be made to each teacher interviewed, if necessary)

Successful candidate found from qualified permanent teachers

Yes

Yes

No candidate accepts offer

Offer position and complete Recommendation for Hire online

Principal contacts Mgr. of Hiring

Offer position and inform Employee Relations of transfer

## **LONG-TERM OCCASIONAL VACANCIES (FULL OR PARTIAL YEAR)**

Principal submits a Teacher Posting Request and reviews applications from permanent part-time teachers AND qualified teachers on LTO list

Principal interviews at least FIVE candidates: those with the most seniority from the LTO list AND any permanent part-time teacher applicants

Successful candidate found from applicants  
(Note: Regulation 274 requires an offer to be made to each teacher interviewed, if necessary)

No candidate accepts offer

Yes

Principal interviews additional qualified applicants from the LTO list – NOT necessarily in seniority order

Offer position and complete Recommendation for Hire online

Successful candidate found from applicants

No candidate accepts offer

Yes

Offer position and complete Recommendation for Hire online

Principal contacts Mgr. of Hiring for re-posting of vacancy to access applicants from the OT Roster (supply list)