



**G-32 Memo
Information session
Steward Training**

Agenda

- Memo Overview
- Documents
- Dates of interest
- Process Reminders
- FAQ's
- Support



G32 Memos and Guide



G32 Elementary Staffing Memo Workforce Planning & Partnerships

December 20, 2023

To: Principals, Elementary Schools
Superintendents of Education
Senior Team

From: Jaspal Gill, Associate Director, Operations and Equity of Access
Masuma Khangura, Executive Officer, Human Resources, Partnerships and Equity
Zeina Nsair, HR Lead, Workforce Planning and Partnerships
Dennis Sanvido, Manager, Workforce Planning and Partnerships

Re: Elementary Teachers (Group 30) Transfer and Surplus Calendar: 2024-2025

Preamble: This calendar has been developed in consultation with PETL

Wed. Jan. 24 Interim Seniority Lists posted electronically by this date. Each elementary teacher will receive an email with a link to the Seniority List. Queries emailed or hand written accepted for 10 days, until 4pm on February 8, 2024 to the appropriate Office Assistant, Human Resources Support Services, HJA Brown Education Centre.

New School Postings: Mt. Pleasant #9

Tues. Jan. 9 by 9am	Posting #1 – New School (Mt. Pleasant #9) Administrative Placement Open to Teachers from Affected Schools only
Wed. Jan. 10 by 10am	Interested teachers from affected school(s) submit online selection forms
Wed. Jan. 10	New School Administrative Placement Meeting
Thurs. Jan. 11	Posting #2 – New School (Mt. Pleasant #9) Open to Teachers from Affected Schools only
Mon. Jan. 15 by 4pm	Application packages due for Posting #2
Thurs. Jan. 18	Deadline: Successful candidates through screen contacted for interview
Wed. Jan. 31	Last day to withdraw from Teacher Funded Leave Plan for September 2024 (As per Collective Agreement 11.01f)
Wed. Jan. 31	Last day to apply for unpaid leaves



G32 at a Glance Workforce Planning & Partnerships

December 20, 2023

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From: Jaspal Gill, Associate Director, Operations and Equity of Access
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Date	Action	Reference Page M: G32 Memo SG: Staffing Guide
Jan. 24	Interim Seniority list posted between Dec. 15 – Jan. 24	M.1
	New School Postings: Mt. Pleasant #9	
Jan. 9 by 9am	Posting #1 – New School (Mt. Pleasant #9) Administrative Placement Open to Teachers from Affected Schools only	M.1, SG. 10-11
Jan. 10 by 10am	Interested teachers from affected school(s) submit online selection forms	M.1, SG. 12
Jan. 10	New School Administrative Placement Meeting	M.1, SG. 12
Jan. 11	Posting #2 – New School (Mt. Pleasant #9) Open to Teachers from Affected Schools only	M.1, SG. 10-11
Jan. 15 by 4pm	Application packages due for Posting #2	M.1, SG. 12
Jan. 18	Deadline: Successful candidates through screen contacted for interview	M.1, SG. 13
Jan. 31	Last day to withdraw from Teacher Funded Leave	M.1, SG. 30
Jan. 31	Last day to apply for unpaid leaves	M.1, SG. 30
Jan. 31	Termed Appointments: Notifications	M.2, SG. 32
Feb. 5	Training: G32 Information session via MS Teams/Live Event during the week of Feb. 5th	M.2
Feb. 5	Controller of Planning/Accommodation Reviews projected ADE	M.2
Feb. 5	Principal of Peel Elementary Virtual School (PEVS) to email PEVS teachers asking them to indicate if they would like to receive a tentative assignment from PEVS or their Home School	M.2, SG. 4
Feb. 6	Final ADE to EJSC, Manager of Workforce Planning, SO of Spec. Ed., SO CIA	M.2, SG. 24
Feb. 8	Meeting: Discussions with Associate Directors (AD) to review Special Education Self Contained programs staffing	M.2
Feb. 8	Meeting: Discussions with AD to review Special Education (ISSP) staffing	M.2



Spring Staffing Guide 2024-2025

Elementary Process and Frequently Asked Questions (FAQ)

Spring Staffing Guide

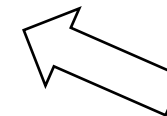


Spring Staffing Guide 2024-2025

*Elementary Process and
Frequently Asked Questions (FAQ)*

At a Glance – Index of Topics

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Quick tip ~ save this to your desktop for easy 'find' and search as needed!

Recall Process

- Declared excess teachers **will be recalled**, by seniority, to an assignment for which they are qualified up until the end of day on May 9th.
- Eliminates the need for the teacher to ‘apply back’
- Declared excess teachers will have the ‘Right of First Refusal’ and may decline to be recalled (If so, the Principal will offer to the next most senior, qualified, declared excess teacher)
- After Administrative Placement, if any vacancies remain at a declared excess teacher’s original school, they may apply back to the originating school



Many helpful hints/scenarios are found in the Guide on page 3

Excess Table

Status	Currently in 1 school location	Currently in 2 school locations
Declared Excess	<ul style="list-style-type: none"> If declared fully or partially excess, will look for a position or be placed at the Admin. Transfer meeting. If partially excess may request to go fully excess. <p><i>(Transfer ticket remains intact if they accept a position or are placed)</i></p> <ul style="list-style-type: none"> Teachers declared excess may be recalled back to their home school if a position becomes available, by seniority and qualifications, prior to Administrative Placement 	<ul style="list-style-type: none"> Excess from 1 school, partial or fully, must go fully excess from that location. Can go fully excess from both if preferred. (Teacher cannot be in 3 locations.) <p><i>(Transfer ticket remains intact if they accept a position or are placed)</i></p> <ul style="list-style-type: none"> Teachers declared excess may be recalled back to their home school if a position becomes available, by seniority and qualifications, prior to Administrative Placement
Voluntary Excess	<ul style="list-style-type: none"> Apply to positions and or be administratively placed. <p><i>(Transfer ticket is used unless administratively placed, then the transfer ticket remains intact.)</i></p>	<ul style="list-style-type: none"> Must go fully excess from both locations. Apply and accept or be administratively placed. <p><i>(Transfer ticket is used unless administratively placed. If administratively placed the transfer ticket remains intact.)</i></p>
Exception	<ul style="list-style-type: none"> All part-time teachers may apply to positions in the Supplemental Spring Part-time Teacher Administrative Placement Process round with the objective of increasing their FTE even if they have used their transfer ticket on an earlier move. 	<ul style="list-style-type: none"> All part-time teachers may apply to positions in the Supplemental Spring Part-time Teacher Administrative Placement Process round with the objective of increasing their FTE even if they have used their transfer ticket on an earlier move.

A teacher may **voluntarily transfer** only once during the school year. Once a teacher is offered and accepts another teaching position, they have used their one “transfer ticket”. They are no longer eligible to accept another teaching position during the current G32 process.

Voluntary Reduction

Voluntary Reduction form from the teacher is due February 20th

Q: Why does a teacher have to let the Principal know that they want to reduce their contract before they are told what their teaching assignment is going to be?

A: To make staffing decisions, the Principal needs to know the total number of staff available prior to assigning the teaching assignments for the new school year; Principals may decide at any time during the staffing cycle whether or not they are able to grant the request

A Voluntary Reduction form must be completed if a teacher chooses this option (either through Principal request or through G32 postings)

REQUEST for VOLUNTARY REDUCTION IN ASSIGNMENT FORM

This form is to be completed by any Teacher who is requesting a voluntary reduction in assignment. The request is directed to the school Principal through this form. The Principal will decide whether it is possible to approve this request in the process of developing the School Organization in the spring. If the Principal is able to accommodate this request, the Teacher will be scheduled in the School Organization for the reduced assignment.

If the Principal is unable to accommodate the request at the start of the G32 Voluntary Staff Transfer and Surplus Procedures, the principal may hold on to this request form and inform the teacher if later in the staffing process the request can be accommodated. The request to Voluntarily Reduce a Teacher's contract may occur at any time during the school year with the approval of the Principal. Please note that if the request can be accommodated, the teacher is also asked to sign the form acknowledging agreement with the reduction.

If it is not possible for the Principal to accommodate the request at the school and the Teacher still wishes to reduce their assignment, they may apply to positions available through the voluntary transfer process. If not successful in this process, then the Teacher remains at the present school with the present FTE assignment. Please complete Part 1 OR Part 2.

Teacher Name: _____ Present School: _____
Total FTE: _____ (example 1.0 FTE) *If at 2 locations, enter schools/FTE Breakdown: _____
I request a reduction in my assignment to _____ for the school year _____

(Date) (Signature of Teacher)

I am currently on a leave of absence (e.g. Maternity, unpaid etc.) and my expected return date is: _____

PART 1 – REQUEST FOR CHANGE IN ASSIGNMENT STATUS (Principal Approval Required)

This section is to be signed by both the Teacher and the Principal. If the request is approved, the Principal emails a copy of the form to futureorgstaffing@peelab.com and to their Superintendent Assistant. The original is kept on file at the school by the Principal. This form should only be submitted once the approval has been granted for the reduction.

This request is approved: _____
(Date) (Signature of Principal)

(Date) (Signature of Teacher)

If not approved:
 Check the box and sign if it is not possible to grant request at this time: _____ and _____
(Date) (Signature of Principal)

OR

PART 2 – CHANGE IN ASSIGNMENT STATUS THROUGH G32 POSTING (No Principal Approval Required)
*Only complete this section if the teacher is successful in obtaining a position through G32 posting.

This section is to be signed by the Teacher. The current Principal emails a copy of the form to futureorgstaffing@peelab.com and to their Superintendent Assistant. The original is kept on file at the school by the Principal.

This reduction is done through G32 Postings and no principal request is required.

(Date) (Signature of Teacher)

Page 30

Voluntary Excess

- Request for Voluntary Excess to School form is due by February 29th
- This indicates the teacher's intention to be excluded from the current school's organization.
- Most recent Teacher Performance Appraisal (TPA) must have been Satisfactory
- **The teacher may not apply back to their current location if a vacancy comes available during the G 32. (This also applies to Administrative Placement)**
(Found on pages 27-28 of the Guide)



Qualifications

*see pgs 41&42 of 'Process and FAQ' document

Background

It is the practice of the Peel District School Board that teachers teach in the subject areas and divisions in which they can demonstrate qualifications as contained on their Ontario College of Teachers Certificate of Qualification. **The individual Teacher must have the qualifications on the Certificate of Qualification prior to accepting the position.**

The Ministry of Education delineates the areas and subjects in which a teacher may agree to teach {*Regulation 298, Section 19(4)*}.

The *Teacher Assignment in Ontario Schools – A Resource Guide Revised Edition March 2011* states: “Principals must consider the two basic requirements stated in Reg. 298 (subsections 19(1) and 19(2)) when assigning or appointing a teacher to teach a subject, teach in a division, or hold a position – namely, that assignments must be made:

- with the aim of providing the best possible program and ensuring the safety and well-being of students;
- in accordance with the qualifications recorded on the teacher’s Certificate of Qualification and Registration.”

Qualifications

*see pgs 41&42 of 'Process and FAQ' document

The Ministry requires teachers to hold specific qualifications in certain subject areas.

Specifically:

Subject	Ministry Required Qualifications
French as a Second Language	FSL Part 1 + Initial basic qualification (Pr., Jr., Int.) to cover grade levels being taught; in a K-8 school, two of the three initial basic qualifications are needed
Special Education	Special Education Part 1 + Initial basic qualification (Pr., Jr., Int.) to cover grade levels being taught; in a K-8 school, an ISSP teacher will need two of the three initial basic qualifications
Vision	Vision Part 1 + Initial basic qualification (Pr., Jr., Int.) to cover grade levels being taught; in withdrawn or itinerant settings, two of the three initial basic qualifications are needed
Deaf or Hard of Hearing	Specialist for Teaching Students Who are Deaf or Hard of Hearing + Initial basic qualification (Pr., Jr., Int.) to cover grade levels being taught; in withdrawn or itinerant settings, two of the three initial basic qualifications are needed. NOTE: OCT no longer issues a Part 1 or Part 2 qualification. OCT only issues a Specialist qualification. Therefore, a teacher currently enrolled in the course may be interviewed and offered the position. A TLA would be required until the teacher successfully completes the Specialist qualification.

Qualifications

*see pgs 41&42 of 'Process and FAQ' document

In an endeavour to ensure high quality of programs, the Peel District School Board would **expect** a **minimum** qualification requirement for the following programs when Principals are assigning teaching assignments:

Subject	Peel Expected Qualifications
Library	Library Part 1 + Initial basic qualification (Pr., Jr., Int.) to cover grade levels being taught
Guidance	Guidance Part 1 + Initial basic qualification (Int.) to cover grade levels being taught
Contact	Special Education Part 1 + Initial basic qualification (Jr., Int.) to cover grade levels being taught
English As A Second Language	English As A Second Language Part 1 + Initial basic qualification (Pr., Jr., Int.) to cover grade levels being taught; in a K – 8 school, two of the three initial basic qualifications are needed
Music Grades 7 & 8	Vocal and/or Instrumental Music Part 1; qualifications should be appropriate to program being taught + Initial basic Intermediate qualification is needed

Qualifications

*see pgs 41&42 of 'Process and FAQ' document

Qualifications to be considered but not mandatory

The Ontario College of Teachers (OCT) provides Additional Qualifications (AQ) courses. "Schedule C Additional Qualifications offer one-session courses to members in a wide variety of subject and topic areas. These courses deepen their knowledge and skills in design and delivery of specific programs. They also support professional practice by preparing teachers for specific roles." OCT website

The Principal, with the aim of providing the best possible program and ensuring the safety and well-being of students, when assigning teaching assignments, may take into consideration teachers who hold the following additional qualifications.

Subject	Qualifications – Schedule C (OCT)
Kindergarten	Additional Qualification: Kindergarten
The Arts, Grades 7 & 8	Additional Qualification: The Arts, Grades 7 & 8
Dance, Grades 7 & 8	Dance, Part 1
Dramatic Arts, Grades 7 & 8	Dramatic Arts, Part 1
Health and Physical Education, Grades 7 & 8	Additional Qualification: Health and Physical Education, Grades 7 & 8
Visual Arts Grades 7&8	Visual Arts, Part 1

Tentative Teaching Assignment

- 14.03 of Collective Agreement

i) Using form B. Notification of the tentative teaching assignment shall include specific grade level(s), and subject areas (The Principal must use Form B "Tentative Elementary Teaching Assignment" template.)

- 14.03 of Collective Agreement

h) on or prior to the last day of school, school organizations and tentative timetables shall be developed and distributed (to teachers)

(to be printed on School Letterhead)

Form B – Tentative Elementary Teaching Assignment

Tentative Teaching Assignment for 2023-2024 School Year
Primary/Junior/Intermediate Grades and Subjects

Wednesday, March 1, 2023

To: _____

Collective Agreement: 14.03 I) "Individual staff members shall be notified in writing by the Principal of their tentative teaching assignments for the following school year. Notification of the tentative teaching assignment shall include the specific grade level(s), and subject areas. The Principal shall discuss with individual staff members any changes to the tentative teaching assignments as early as possible."

Principals are asked to check off the grade(s) and subject(s) (for example: Grade 4 and Language Arts, Mathematics, Science, and Social Studies if the teacher was responsible for all of these subjects.)

Based on your qualifications and the school organization for the 2023-2024 school year, the following is your tentative teaching assignment:

<input type="checkbox"/> English	<input type="checkbox"/> French Immersion	
Grade(s):	Subject(s):	Other:
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Language Arts	<input type="checkbox"/> Library
<input type="checkbox"/> 1	<input type="checkbox"/> Mathematics	<input type="checkbox"/> ISSP <input type="checkbox"/> FI ISSP
<input type="checkbox"/> 2	<input type="checkbox"/> Science	<input type="checkbox"/> ESL
<input type="checkbox"/> 3	<input type="checkbox"/> Social Studies	<input type="checkbox"/> Contained Spec. Ed. _____
<input type="checkbox"/> 4	<input type="checkbox"/> History (Gr. 7-8 only)	<input type="checkbox"/> Guidance
<input type="checkbox"/> 5	<input type="checkbox"/> Geography (Gr. 7-8 only)	
<input type="checkbox"/> 6		
<input type="checkbox"/> 7		
<input type="checkbox"/> 8		

Preparation time (Indicate grades and corresponding subjects. If not listed on the chart and/or if additional clarity is required, please use the Additional Comments box.)

Additional Subject(s): (Check off the assigned subjects)	Grade(s)
<input type="checkbox"/> Core French	
<input type="checkbox"/> Dance <input type="checkbox"/> FI Dance	
<input type="checkbox"/> Drama <input type="checkbox"/> FI Drama	
<input type="checkbox"/> Health <input type="checkbox"/> FI Health	
<input type="checkbox"/> Physical Education	
<input type="checkbox"/> FI Physical Education	
<input type="checkbox"/> Kindergarten Preparation Time	
<input type="checkbox"/> Music <input type="checkbox"/> FI Music	
<input type="checkbox"/> Special Education Preparation Time	
<input type="checkbox"/> Visual Arts	
<input type="checkbox"/> FI Visual Arts	
<input type="checkbox"/> Other (English):	
<input type="checkbox"/> Other (FI):	

Other _____

Additional Comments:

Sincerely,
(Principal's name)

Found on page 46
(Primary/Junior
combined) of the
Guide

Tentative Teaching Assignment

Some of what school Admin need to be aware of assigning TTAs:

- *Who is attached to the school*
 - *returning from central, PEVS or leaves*
- *School Allocations*
 - *# of classes/enrollment/staff/support staff*
- *Teachers Committed to 5 Years in French*
- *Seniority of members*
- *Qualifications of each teacher*
- *Teacher Preferences*
- *Voluntary Reduction or Excess*

(this is a non-exhaustive list)

School Staffing 2023-2024
(All parts of this form are completely optional / voluntary)

NAME: _____

In order for me/us to make informed decisions about teaching packages for next year, I am requesting some information from you (voluntary). Decisions will be made weighing the following:

What is best for students
Teachers' input (below)

School Improvement Equity Planning
Contractual obligations re: qualifications for the position

Areas of Qualification: Primary Junior Intermediate Senior

Additional Qualifications (MUST be on your OCT Certificate):

Grades-Subjects previously taught: (Fill in number of years that you taught at each Level)

K ___ Years 1 to 3 ___ Years 4 to 6 ___ Years 7/8 ___ Years 9-12 ___ Years

Please specify what Subjects/Specialties you have taught

ISSP ___ Years ESL ___ Years Library ___ Years Music ___ Years HPE ___ Years
Technology ___ Years Planning Time General ___ Years Other: () ___ Years

Please Check (✓): (A) I plan to remain for the 2023-2024 School year
(B) I plan to remain, but always keep my options open during the G32
OR (C) **Please do not include me in next year's organization because:**
 I will be on a Leave of Absence (e.g., self-funded leave.)
 I will be Declaring Voluntary Excess
 I plan to retire

(A & B) You plan to remain at School for the 2023-2024 School Year, please indicate your preference for teaching assignments in priority order, keeping the school organization in mind. You may identify any teaching package, this is not only for grades / positions you believe are available. No position in the school is guaranteed or locked in. This form will be used for consultative purposes, there is no guarantee that you will receive your 1st, 2nd or 3rd ideas.

Include at least THREE different ideas. Remember, this is an expression of interest, not a declaration.

1st _____ 2nd _____ 3rd _____

Comments and/or Information you would like considered regarding your Staffing input for Next Year (*optional*):

Key Dates 2024

ELEMENTARY G32

February 28th – Temporary Teaching Assignments in writing

February 28th – Surplus to Region receive notice of layoff

February 29th – Voluntary Excess deadline

March 1st – Declared Excess Teachers

March 7th – POSTING #3 / March 25th – Applications due

April 22nd – POSTING #4 / April 24th – Applications due

May 14th – Online Preference Form Submitted for Admin Placement

May 16th – ADMINISTRATIVE PLACEMENT DAY

May 21st – POSTING #5 / May 22nd – Applications due

June 10th – Supplemental Spring Part-time Administrative Placement Day

June 11th – Remaining Vacancies to Part-Time teachers in seniority order

Part Time Teachers

- Can increase during the last posting of the G32 (Posting #5), where they can apply to any position, for which they hold the qualifications, at ANY FTE (providing we have no Surplus to Region teachers). For Postings 1- 4, teachers may only apply to positions at their current FTE or lower.
- May participate in the supplemental part time teacher process even if they've accepted another position through the voluntary transfer process. The supplemental part- time placement process is outside the G-32 Transfer process.
- May be offered an increase (in seniority order) by the Principal at their current location after the supplemental spring staffing process for part time teachers



Reference Checks

- 3 references must be provided as follows:
 - 1st must be current principal,
 - 2nd is most recent supervisory
 - 3rd is supervisory
- At the interview, please go over the references to ensure that the reference check consent form they are submitting has current and most recent before proceeding with the interview
- Reference checks can be done through phone or email



Job Offer

Job Offer:

- The principal will make the job offer to the first choice candidate by 12:30 p.m. on the identified day for that posted position (via call or email)
- The candidate has until 4:30 to let the principal know if they accept/decline
- All other remaining calls will be made between 7 pm and 9 pm on the same day



Admin Placements and Supplemental Spring Staffing Process for Part-time Teachers Wishing to INCREASE their Contract

1. Principals will email the information sheet and the list of vacancies to all part time teachers at their location
2. Principals are also asked to *print* a copy of both documents and provide them to their teachers (if possible)
3. Teachers must complete the online form and submit it electronically
4. Teachers will be placed according to qualifications and seniority (Manager of Staffing/PETL/PPVPA present at placement)
5. *****Once a teacher has been placed at the Placement meeting they may not decline/rescind the position*****

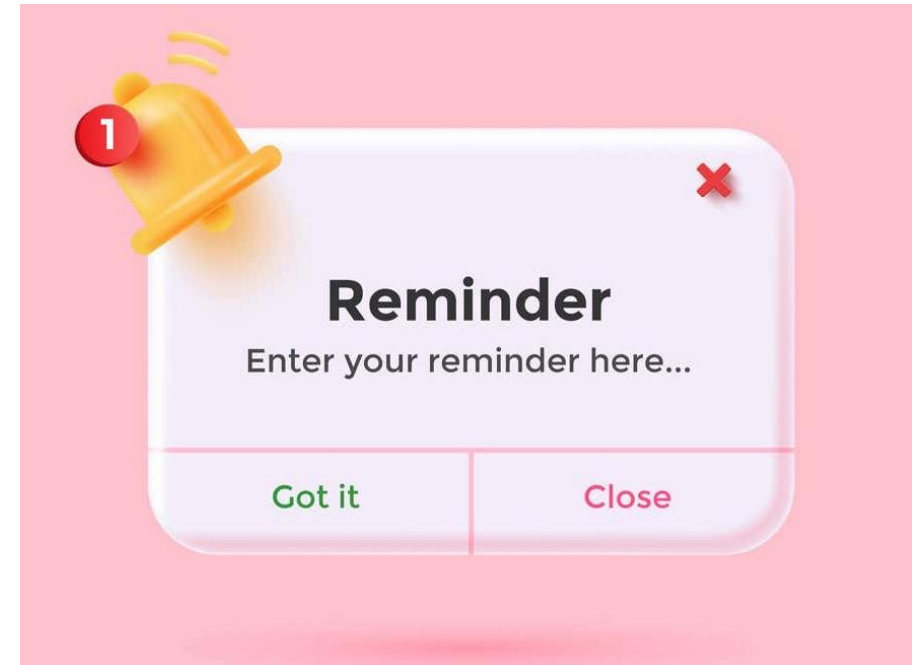
Admin Placement	Supplemental
May 13 th – 9am, receive postings from Principal	June 6 th – 10am, received postings from Principal
May 14 th – 10am, submit online preference form	June 7 – 10am, submit online preference form
May 16 th – admin placement day	June 10 th – supplemental increase placement day
If your preferences are not available, an alternate position equivalent to your FTE will be assigned	If your preferences are not available, no position will be assigned
TIP: Indicate as many preferences as possible	TIP: Indicate only those preferences you wish to be assigned

Reminders

A teacher **cannot** work in both a balanced calendar school and a regular calendar school.

A part-time teacher can be in maximum 2 locations.

Encourage excess teachers to select as many preferences as possible in preparation for Admin Placement (e.g. 40-50).



Q & A