

Strait Regional Centre for Education

Teacher Assistant Online Assignment Forum

June 4, 2019 (9:00 a.m. – 2:00 p.m.) And June 5, 2019 (9:00 a.m. – Closing)

GUIDELINES FOR PRINCIPALS and SECRETARIES

All full time Teacher Assistants are required to participate in the online assignment forum to select a position for the 2019-2020 school year unless permission has been granted otherwise from the Human Resources department, or there is an emergency situation on the day of the forum.

Principals will be advised by email prior to the forum if permission has been granted for a TA to be absent. TA's have been advised that they must contact their school administration if they have an emergency on the day of the forum, and that they must contact their union representative to act as proxy on their behalf.

If a TA should have an emergency situation on the day of the forum and is unable to attend, it is extremely important for the school to contact the forum team as early as possible to avoid a delay in the process.

1. The forum will **open at 9:00 a.m. on June 4th and close at 2:00 p.m.**
2. The forum will **open at 9:00 a.m. on June 5th and close when all TA's have had an opportunity to select available** positions.
3. The **timeline for distribution of information prior to the forum is as follows;**

Monday, April 23rd: Update to SRSB Website/TA Forum Dates; Email Notification to TA's & Principals/Secretaries;

Monday, May 7th: Overview and Guidelines/Principals and Secretaries; Overview and Guidelines/Teacher Assistants; TA Quick Reference Technical Guide;

Monday, May 21st: TA & School Administrators Link to JOB POSTINGS for Review and Feedback; TA Seniority List;

Monday, May 28th: Notice to School Administrators/ THERE WILL BE NO POSTING CHANGES AFTER FRIDAY, JUNE 1ST;

Friday, June 1st: NOTICE TO TA'S, ALL POSTINGS ARE CLOSED FOR CHANGES. ANY BUSSING CHANGES WILL BE REVIEWED IN SEPTEMBER.

Tuesday &
Wednesday
June 5 & 6

TA Assignment Forum

4. Principals, VP's, and secretaries will receive notification prior to the opening and closing of the forum each day, and during the day, as follows:
 - A. An email notification will be sent from the hiring forum **at 8:45 a.m. on the start of each day to ensure that the forum begins on time (at 9:00 a.m.)**
 - B. Email notifications will be forwarded regularly during the day from the forum team requesting that you will call up a number of TA's in advance of their scheduled time in order to facilitate the process in a timely manner.
 - C. An email notification will be forwarded to schools when the forum is closed on June 5th (usually about noon time).

5. **Principals should designate a member of school administration to be responsible to monitor and support the process, as follows:**
 - A. **Designate a private space** near the main office of the school **with access to a computer/laptop and a phone.**
 - B. **A week in advance of the forum, test the computer** that will be used in the process to ensure that it has the appropriate version of Internet Explorer.
 - C. Ensure that TA's have tried to **login a week before the forum** to confirm that they can access the link. If anyone is unable to login, please contact Wendy @ 902-625-7122 or wendy.macdonald@srce.ca.
 - D. Ensure that the **Quick Reference Technical Guide** is posted at the computer in the designated room on the forum dates;
 - E. **Arrange for coverage in the classroom** to avoid any delay in signing for a position;
 - F. **Review the TA Guidelines with TA's a week before the date they will receive the job postings link.** (Review the procedures and trouble-shooting) Of particular note are times, locations, and proxies. Explain the following:
 - a. **The login link** is located on the SRCE website (under "For Staff");
 - b. **The Quick Reference Technical Guide** will be available at the computer during the forum;
 - c. The forum will **open at 9:00 a.m. each day, and close at 2:00 p.m. on the first day. It will close on the second day when all TA's have had an opportunity to sign.** The name that is at the top of the queue each day will be the first person to select a position at the start of the following day.
 - d. **The hiring team will not call schools, cell phones, or homes to locate TA's if they are not available when their name is called.**
TA's must be in a school building on the forum dates unless otherwise approved by the HR department (NOT off-site for field trips, co-ops, etc.) If there is an issue with providing service for extra-curricular activities on these dates, please contact Chrissi (902-631-4259) before Monday, May 27, 2019.

- e. **Any changes to bussing hours that are determined necessary after June 1st will be made after September, 2019.**
- f. **The hiring forum is NOT a venue for TA's to discuss the allocation for schools; it is for assignment purposes only.**

G. Designate a staff member on June 4 & 5th to be responsible to call TA's to the designated room, as follows:

- a. **(8:30 a.m.) Notify the first ten TA's on the list** that they must get prepared to come to the designated area and sign for a position;
- b. **(8:45 a.m.) Notify the first five TA's on the list** to proceed immediately to the signing area so they are at the computer five minutes before 9:00 a.m. (Follow the same process in groups of five, as the day goes on).
- c. It is important that **school administration and secretaries will refresh the view on their computers** after each applicant signs for a position (approximately every 5 minutes). This is so your view is updated with the appropriate queue and posting list.

6. If TA's are on a **CURRENT leave (extended sick leave, personal leave, injury) AND THEIR POSITION HAS NOT BEEN POSTED AS PERMANENT**, please confirm with them that they will be in attendance at the forum, or that they have an approved leave of absence from the HR department if they are unable to attend.

TA's who have an approved leave of absence for the following year (2019-2020) must attend and sign for a position. The vacancy resulting from their leave of absence will be posted after the forum.

7. **If school administration have any questions about the school allocation, please call Chrissi at 902-631-4259 as early as possible so that any requests for changes can be reviewed and completed by June 1st.**

If there are any questions about the hiring process, site access or technical problems, please call Wendy @ 902-625-7122.

There will be no changes to job postings after Friday, June 1st.

Thank you for your assistance!