Principals' Training Center
for International School Leadership

PTCNET SURVEY RESULTS - 2020

Topic: Scheduling of Faculty	**Date conducted:** 01-25-2020
Number of responses: 14	**Submitted by:** Kathleen Bowin

Answers to questions about the creation of faculty schedules:

School Division	# of Students	Who is responsible	What software do you use?
Elementary (primary)	480	LS Principal	Word/ Timetabler
Whole school	850	Division Principals all collaborate on it.	Prime Timetabler
Secondary (grades 6 - 12/years 7 - 13)	450	Secondary School Deputy Principal	Has been done manually but I will be moving it to PowerSchool.
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High (grades 9 - 12/years 10 -13)	220	"me"	AdminPlus but looking to move away from this.
Elementary (primary)	280	Elementary Principal	Asc timetables, Powerschool
Secondary (grades 6 - 12/years 7 - 13)	320	Secondary Principal	Asc timetables
Whole school	330	Secondary Principal	Asc timetables 2020
Elementary (primary)	630	Deputy Lower School Principal	Paper
Secondary (grades 6 - 12/years 7 - 13)	650	Timetable / Data base manager	Untis
Whole school	550	Principal	Asc timetables
Middle (grades 6 - 8/years 7 - 9)	273	Principal (creation of timetable), Counselor/Assistant Principal (student/course scheduling)	Powerschool

Whole school	500	A staff member (Math teacher) received a stipend to do it.	ASC but we are looking at something different.
Secondary (grades 6 - 12/years 7 - 13)	700	Assistant Head of US	Class A scheduler - then imported into Veracross

Q: What is the timeline/workflow for the creation of the schedule/timetable?

- I start constructing the schedule around March usually, once recruitment has finished. I produce an initial draft, put it out to teachers in May and finalize before the summer holidays.
- A draft is created around the start of second semester, based on staffing for the following year, and the actual timetable is created over a period of a month or so at the end of May once the course selections for the next year is done by students. We have the timetable completed by the last day of school in June so all staff know their teaching loads/assignments before they go on holiday for the summer. Adjustments are made in August if there are any major changes (ex. teacher leaves over the summer, another classes needs to be added).
- Course selection begins in February which starts the process which I hope to have done by April/May.
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- I'm new, so I'll be making this up ASAP.
- Completed semester 2
- "Staffing conversations begin in January. Final enrolment calculated in March. Timetabling starts after that, though is of necessity flexible as we have a very fluid enrolment and staffing situation."
- I collect qualitative feedback from all teachers during the first semester. Semester 2 sees me define the constraints and wants of the PE schedule, French (FL), Art and Music from these specialist teachers. By spring break I have all my data and then write the individual specialist teacher schedules and the 37 homeroom student schedules. These are given to teachers as draft 1 for checking and comment. July sees final changes and checking ready for publishing in August
- I have placed a number in a folder called UWC Maastricht
- Identify staffing needs November, Draft timetable by May, final timetable in August
- November-January: schedule tweaks, March: course selection by students & parents, April-May: student info uploaded.

- Probably too complicated to explain here. Starts in January, finishes in August, when school opens