

DISTRIBUTION OF DUTIES AND RESPONSIBILITIES AMONG THE TEACHERS OF A SCHOOL

TEACHING ASSIGNMENT

Each year, prior to April 30th, the school administration shall establish the preliminary pedagogical objectives and organization of the school for the following school year and this, after the participation of the teachers in the school.

For this purpose, the Principal at the secondary level shall provide the School Council with a summary of the student course selection data when it is available.

The Board shall retain the right of distribution of all teachers in the system in order to meet the priorities and goals it has determined.

Notwithstanding the above, the Board shall attempt to respect the following goals:

- a) a normalization of the pupil-teacher ratio for similar elementary schools.
- b) an equalization of the opportunity for and frequency of specialist instruction.
- c) the provision of teachers experienced at the primary level for level one elementary classes.

In distributing duties and responsibilities at the secondary level, the Board or its delegate(s) shall attempt to ensure that the number of different course preparations per day should be minimized.

When preparing examination timetables and invigilation schedules, the Principal shall give consideration to those who have large amounts of correction to ensure that these teachers have a significantly reduced invigilation schedule.

In recognition of the specific preparation required for homeroom students, each teacher with a homeroom assignment shall have this assignment included in his workload.

For the teacher whose assignment involves both the primary and secondary levels in the school, the teacher's workload will be calculated according to the following formula:

$$1380 \text{ min./wk} = (1.15 \times S) + P$$

Where S = number of minutes with secondary students and P = number of minutes with primary students

For the purposes of determining the designation of a split class involving both primary and secondary students for the application of workload provisions of a teacher, the class shall be designated to the level of the majority of the students involved.

Where possible, by June 15th, but at least three days prior to the end of the teachers work year, the teachers in a school shall be informed of their subject(s) (secondary level), level(s) or speciality(ies) (pre-school and primary level(s)) which have been determined provisionally by the school administration for the following school year.

The teacher will be notified of any changes in the provisional assignment as soon as possible.

The confirmation of these provisional assignments for a teacher in a school shall be determined by the school administration at the beginning of the following school year. It shall notify the teacher of any subsequent change.

The Specific assignments may be altered by written notification to the regular non-surplus teacher concerned. Re-assignments effected after October 15th of each year must be allowed up to five days notice to the teacher prior to the date of commencement of the new assignment. Upon request of the teacher, the Principal may grant a release from part or all of the teacher's classroom duties for a period not exceeding five days for appropriate preparation.

ITINERANT TEACHERS

In determining the assignment of functions and responsibilities of itinerant teachers, the Principal shall adhere to the following condition: The time devoted to the total functions and responsibilities assigned shall include at 30 minutes each of the days an itinerant teacher is required to perform functions in two or more schools/sites. If the time to travel between schools is in excess of 30 minutes, this time shall be included accordingly.

SUPERVISION

In order to ensure adequate supervision the following procedures shall apply:

- a) Where possible teacher supervision preferences shall be respected.
- b) Before the first day of classes, the Principal shall establish, after consultation with the School Council, the supervision needs for the school year. These needs shall indicate;
 - i) the areas to be supervised
 - ii) the time(s) at which the areas are to supervised.

c) The Principal will attempt to fulfill any cafeteria supervision required by assigning only those teachers supervision who have indicated a preference for such supervision. Should times remain uncovered, the Principal shall consult the School Council to determine an equitable means of distributing the remaining time. In the case of Massey-Vanier High School, no teacher shall be assigned cafeteria supervision unless the teacher has indicated such a preference in writing.