

DEPARTMENT HEAD

A teacher who performs, in addition to his or her duties as a teacher in a school, a centre or a group of schools or centres, the duties of department head with a group of teachers at the elementary or secondary level or in the adult education or vocational training sector, as the case may be.

If the board decides to appoint teachers to the position of department head, they shall be under the responsibility of the school administration and their appointment shall be valid only to the extent that this article is fully respected.

The position of department head consists of two components, namely, the teaching function and the actual function of department head.

YOUTH SECTOR

As regards the actual function of department head, the department head must perform the following duties and responsibilities:

- a) assume the coordination and animation of teaching or student activities or both;
- b) act as coordinator or animator for teachers in his or her group. He or she may encourage teachers to develop and define together, in keeping with the policies and programs in effect, teaching content, methods and techniques as well as measurement and evaluation methods designed to promote student learning or take the necessary measures to foster the participation of teachers in his or her group in the organization, supervision and animation of student activities or both;
- c) assist, in particular, a teacher on probation in his or her group and participate in his or her evaluation;
- d) upon his or her immediate superior's request, collaborate in determining needs in instructional materials and other materials for his or her group and monitor use;
- e) advise and inform his or her superior of pedagogical action.

Each department head must be released from a portion of his or her teaching function to be able to better carry out the function of department head. The release time must be devoted exclusively to the function of department head. It shall be the board's or the school administration's responsibility to determine that portion of the workload for each department head. However, the partial release time may not exceed 50% of a full-time teacher's workload.

The partial release of a department head who is appointed at the elementary level cannot have the effect of increasing the workload of other teachers in the school.

The appointment of a teacher as department head shall terminate automatically

and without notice on June 30.

ADULT EDUCATION AND VOCATIONAL TRAINING

As regards the actual function of department head, the department head must perform the following duties and responsibilities:

- i) assume the coordination and animation of teaching activities;
- ii) act as coordinator or animator for teachers in his or her group. He or she may encourage teachers to develop and define together, in keeping with the policies and programs in effect, teaching content, methods and techniques as well as measurement and evaluation methods necessary to foster student learning;
- iii) work with other teachers and professionals to take the necessary measures to better meet the individual needs of students;
- iv) assist, in particular, a teacher on probation in his or her group and participate in his or her evaluation;
- v) upon his or her immediate superior's request, collaborate in determining needs in instructional materials and other materials for his or her group and monitor use;
- vi) advise and inform his or her superior of pedagogical action. (Vocational Training)

The department head must be released from a portion of his or her teaching function to be able to better carry out the function of department head. The release time must be devoted exclusively to the function of department head. It shall be the board's responsibility, after consulting the union, to determine this portion for each department head; however, the partial release time may not exceed 10 hours per week.

The appointment of a teacher as department head shall terminate automatically and without notice on June 30 of the school year concerned, except for an appointment of less than one year.