

SECONDARY TIMETABLE DETAILS

Based on a 9 day cycle at 100%

Total presence in school:

48.6 hours (2916 minutes) + 9 hours (540 minutes) = 57.6 hours (3456 minutes)

Weekly framework: 35 hours

Daily span: 8 hours

In determining the framework of the 35 hours per week, the Board shall situate the assigned presence of the teacher in the time frame of 7:00 a.m. to 6:00 p.m. Moreover, this framework shall not exceed a daily span of eight hours excluding mealtime.

Workload (Annex B) 36 hours (2160 minutes)

- Teaching
- Resource
- Supervision
- Remediation
 - Intervention by a teacher with a student or a group of students to prevent problems or academic delays and to provide special support measures to students experiencing problems or academic delays. At the elementary level, the teacher shall carry out remediation activities with his or her students.
- Encadrement (Support)
 - Intervention by a teacher with a student or a group of students to promote the student's personal and social development and to encourage him or her to assume his or her responsibilities as regards his or her own education.
- Homeroom
- Head teacher / staff assistant
- ELS
- Other (specify)

Supervision of a group of students ensured by the teacher responsible for the group upon arrival and dismissal from classes. This supervision may not be included in the workload.

Common Presence 1.8 hours (108 minutes)

The 27 hours of presence shall ensure a period of one hour per week of common presence preceding or following the pupils' timetable.

Assigned Presence 10.8 hours (648 minutes)

- Preparation of courses
- Work with colleagues to meet individual needs of students
- Organization and supervision of student activities
- Organization and supervision of workplace internships
- Student evaluation
- Support provided to a group of students
- Monitoring of late arrivals and absences
- Participation in meetings

Work of a Personal Nature 9 hours (540 minutes)

- Non-teaching periods that are not assigned presence
- Minutes at lunch exceeding 50 minutes
- 24 minutes of 50 minute lunch with the approval of principal
- 15 minutes prior to the beginning of duties or 10 minutes following the completion of duties
- Passing time between classes or recess time when it is between two periods of workload assigned by the administration and for which no other workload is assigned
- 30 minutes immediately preceding or following the 8-hour daily span

GENERAL DUTIES

The teacher shall provide learning and developmental activities to students and shall participate in the development of student life in the school.

In this context, the teacher's characteristic responsibilities are:

- a) to prepare and present courses and provide developmental and cognitive learning activities within the guidelines of the authorized programs;
- b) to work together with the other teachers and the personnel of the school in order to take the appropriate measures to meet the individual needs of students;
- c) to organize and supervise student activities;
- d) to organize and supervise workplace internships;
- e) to be responsible for providing support (encadrement);
- f) to be responsible for providing remediation;
- g) to supervise the students for whom he or she is responsible as well as other students in his or her presence;
- h) to evaluate the performance and progress of students for whom he or she is responsible and to report on them to the school administration and to parents according to the system in effect;
- i) to monitor the late arrivals and absences of his or her students and to report them to the school administration according to the system in effect;
- j) to participate in meetings relating to his or her work;
- k) to perform other duties usually assigned to teaching personnel.

The 27 hours of presence shall ensure a period of one hour per week of common presence preceding or following the pupils' timetable to allow for the accomplishment of teachers' general duties.

Prior to September 30th the following shall take place:

The Principal shall give each teacher a copy of their workload and advise them as to how much other time must be scheduled to bring their total assigned presence to 27 hours.

Unassigned presence shall be added by the teacher to the timetable to bring the total presence to 27 hours per week.

The teacher shall submit their timetable to the Principal indicating the total 27 hours of workload for approval by the Principal.

The teacher must notify the Principal of the appropriate times for carrying out the 5 hours of work of a personal nature.

At the teacher's request, the board or the principal may, as regards the five hours assign a teacher to a place of work other than the school.

The time devoted to work of a personal nature may also be modified by the teacher during the course of the year, in which case a prior notice of at least 24 hours is required if a change of an occasional nature is involved and must specify the reason for the change. Moreover, if a change of a permanent nature is involved, the time devoted to work of a personal nature may be modified by the teacher during the course of the year, in which case, a prior notice of at least five days is required and must specify the reason for the change.

For such period of common presence, the Principal, the representative of the Board or School Council shall provide, at least 24 hours in advance, an outline of any specific items to be dealt with for all or a portion of the teachers required to be present for a particular meeting. Under extenuating circumstances, the Principal may waive the 24-hour notice in order to deal with an urgent matter.

In determining the framework of the 35 hours per week, the Board shall situate the assigned presence of the teacher in the time frame of 7:00 a.m. to 6:00 p.m.

Moreover, this framework shall not exceed a daily span of eight hours.

In determining the work day, the Board shall not require the teacher to be in school more than 15 minutes prior to the beginning of their duties or 10 minutes following the completion of these duties.

The provisions apply to regular full-time teachers. They apply proportionally to the percentage of the contract of the part-time teacher maintaining 1 hour of common presence.

The same applies regarding pedagogical days.

The Principal and the teacher who has a partial workload should come to an agreement in writing regarding the designation of the pedagogical days during which the teacher will be present within the first three weeks of engagement.

Pedagogical Days

20 days

The time required to be present on pedagogical days is 5.4 hours (27 hours / 5 days) + 50 minute lunch period.

Lunch Period

- 50 minutes uninterrupted lunch shall begin between 11:00 and 12:30.
- The lunch period of all teachers must allow the teacher to avail themselves of the regular cafeteria services when such are provided by the school.
- In schools where regular cafeteria services are not provided, the lunch period of a teacher shall begin no earlier than 25 minutes before the first lunch period for students nor terminate no later than 25 minutes after the last lunch period for students.
- Notwithstanding the above, the teacher may accept the placement of the lunch period in another time providing this acceptance is given in writing.
- Lunch period is not included in the 8-hour span or 35 hour framework.
- Lunch periods are not included in the total presence time of 32 hours.

WORKWEEK

A teacher's workweek shall comprise five days from Monday to Friday and include 32 hours of work at school or the equivalent.

The 32 hours of work include:

- 27 hours per week or the equivalent at his or her assigned place of work at times determined by the board or the principal for each teacher;
- five hours per week or the equivalent to carry out work of a personal nature in keeping with the general duties.

These five hours include the students' break or recess time when it is between two periods of workload assigned by the administration and for which no other workload is assigned.

The time required for the first 10 group meetings held immediately after the dismissal of all students and for the first three meetings with parents may exceed 32 hours, in which case, the excess time shall be compensated, during other weeks or days, by an equivalent reduction in the time prescribed for work of a personal nature. The teacher shall determine the times during which work of a personal nature shall be reduced.

Group meetings and meetings with parents

Outside the 32 hours of presence, the teacher may not be required to attend, during the work year, more than:

- Ten group meetings of teachers convened by the Board or School Administration.

These meetings must be held immediately after the dismissal of all the pupils from school.

Every meeting of a particular group of teachers such as those of the same grade, cycle, level, subject and school shall be considered as a group meeting of teachers.

- Three meetings to meet parents.

Such meetings shall normally be held in the evening; and shall normally last no more than three hours.

WORKLOAD

The teacher's workload shall consist of services to which he or she is assigned by the board or the principal and which he or she provides directly to students.

The workload includes the presentation of courses and lessons, developmental and cognitive learning activities, student activities, support, remediation, homeroom and supervision, with the exception of the supervision of the arrival and dismissal of students and the passing time of students at recess and between periods.

The average teaching time to be devoted to the presentation of courses and lessons, as well as to the supervision of student activities within the students' timetable, shall not exceed:

17 hours and five minutes per week or the equivalent for all full-time teachers at the secondary level.

$1025 \text{ minutes} / 5 \text{ days} = 205 \text{ minutes per day} \times 9 = 1845 \text{ minutes}$

The average time shall be established on October 15 by dividing the total number of hours devoted to those activities for each full-time teacher at the level concerned by the total number of full-time teachers at that level.

If the average teaching time for a given level exceeds the average teaching time, the board shall add to the professional improvement budget for the following school year compensation.