

GENERAL DUTIES OF ADULT SECTOR TEACHERS

It shall be the teacher's duty to provide learning and developmental activities to students. In this context, his or her main responsibilities are:

- a) to prepare and present courses and lessons within the guidelines of the authorized programs;
- b) to assist the adult in determining his or her educational profile in relation to his or her career plans and knowledge;
- c) to assist the adult in choosing learning methods and in determining the time to be devoted to each program and to point out to him or her the difficulties which must be overcome in order to achieve each stage;
- d) to follow the adult's progress and to ensure the validity of the student's learning process;
- e) to supervise and evaluate experimental projects and workplace internships;
- f) to prepare, administer and correct tests and examinations and to complete the reports inherent to that duty;
- g) to ensure the support necessary for learning activities by participating in the following tasks: welcome and registration of adults, identification of problems that must be submitted to professionals in personal assistance, as well as the organization and supervision of sociocultural activities;
- h) to monitor the late arrivals and absences of his or her students;
- i) to participate in meetings related to his or her work;
- j) to perform other duties usually assigned to teaching personnel.

ADULT SECTOR TIMETABLE DETAILS

Total presence: 27 hours (1620) + 5 hours (300) = 32 hours (1920 minutes)

Weekly framework: 35 hours

Daily span: 8 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.

In the case of teachers assigned to Adult Education Services, the workday may not extend beyond 11:00 p.m. and must be situated within a consecutive eight-hour workday.

The 27 hours may be considered as an average weekly time that may be exceeded during certain weeks and compensated by a reduction in time during other weeks. In this case, however, the time during which the teacher is present shall remain at 1 080 hours per year.

The five hours are considered as an average weekly time that may be exceeded during certain weeks and compensated by a reduction in time during other weeks. The total number of hours per year shall remain at 200 hours.

Workload 20 hours (1200 minutes)

- Teaching (courses and lessons)
- Pedagogical follow-up

The time devoted in the workweek to the presentation of courses and lessons within the guidelines of the programs authorized by the board as well as the time that the teacher devotes to pedagogical follow-up related to his or her specialty as required by the board shall be 20 hours per week or the equivalent.

The 20 hours may be considered as the average weekly time that may be exceeded during certain weeks and compensated by a reduction in time during other weeks. In this case, however, the time to be devoted to the presentation of courses and lessons within the guidelines of the authorized programs as well as the time that the teacher devotes to pedagogical follow-up related to his or her specialty as required by the board shall remain at 800 hours per year.

If the board exceeds, for a given teacher, the 800 hours the teacher is entitled to financial compensation.

The 800 hours of workload per year includes 24 hours for pedagogical days. Only the first 4 hours of any particular pedagogical day are taken from this bank of 24 hours.

Common Presence 1 hour (60 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 6 hours (360 minutes)

- Preparation of courses
- Assisting adults in determining educational profile
- Assisting adults in choosing learning methods
- Following adults' progress and ensuring validity of learning process
- Supervision and evaluation of projects and workplace internships
- Ensuring the support necessary for learning activities
- Student evaluation
- Monitoring of late arrivals and absences
- Participation in meetings

Work of a Personal Nature 5 hours (300 minutes)

Work in keeping with teachers' general duties.

The teacher shall determine the times devoted to work of a personal nature.

Those weeks that the hours are exceeded or reduced the teacher shall so inform the director as soon as possible.

- 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
- Before or after school including the 15 minutes prior to the beginning of duties or 10 minutes following the completion of duties
- Students' 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

The times for work of a personal nature determined by the teacher may also be carried out, if the teacher so decides, outside of the framework of 35 hours or the 8-hour daily span. The work shall be carried out during the 30 minutes immediately preceding or following the 8-hour daily span.

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.

Lunch Period

A teacher is entitled to a period of at least 50 minutes for his or her meal. Lunch period is not included in the 8-hour span or 35 hour framework or in the total presence time of 32 hours.

- 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.

The provisions above 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. A conversation between the teacher and director should be had to clarify which days the teacher will be present.