

## ELEMENTARY TIMETABLE DETAILS

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.

### **Based on 5 days at 100%**

Total presence in school =  $27 + 5 = 32$  hours (1920 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.

In the case of itinerant teachers, the board must take into account the fact that the teachers must travel from one building to another in determining the 27 hours.

**Workload** (Annex B) = 1380 minutes = 23 hours

- Teaching
- Resource
- Early Intervention
- 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)

Under the basic school regulations, students have a minimum of 23 h 30 min (1410 minutes – Kindergarten) and 25 h (1500 minutes – Elementary) devoted to educational services.

Supervision of arrival and dismissal of students, movement of students and passing time of students at recess and between periods are not included in workload.

**Common Presence** = 60 minutes = 1 hour

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** = 180 minutes = 3 hours

- 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** = 300 minutes = 5 hours

Work in keeping with teachers' general duties.

- 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.

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. The excess time shall be compensated, during other weeks or days, by an equivalent reduction in the time for work of a personal nature. The teacher shall determine the times during which work of a personal nature shall be reduced.

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.

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.

### **Lunch Period**

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.

- 50 minutes uninterrupted lunch
- 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.

## **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.