

## **GENERAL DUTIES OF VOCATIONAL TRAINING TEACHERS**

The teacher shall provide learning and developmental activities to students.

In this context, his or her main responsibilities are:

- a) to prepare and present courses within the guidelines of the authorized programs;
- b) to assist the student in determining his or her educational profile in relation to his or her career plans and knowledge;
- c) to assist the student 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 student's progress and to assure 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 fill out reports inherent to that duty;
- g) to ensure the support necessary for learning activities by participating in the following tasks: welcome and registration of students, identification of problems that must be referred to professionals in personal assistance, organization and supervision of sociocultural activities and, if need be, student supervision;
- h) to look after the equipment used in learning activities related to his or her teaching;
- i) to monitor the late arrivals and absences of his or her students;
- j) to attend meetings related to his or her work;
- k) to perform other duties usually assigned to teaching personnel.

## 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 workday, 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 27 hours may be considered as weekly averages 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 a 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)

- Presentation of courses and lessons
  - The minimum time devoted to course and lessons must be 360 hours per year (50% of 720 hours)
  - The supervision of workplace internships is considered as the presentation of courses and lessons for the portion of time devoted to the student in the workplace where the internship takes place
  - Maximum time dedicated to the presentation of courses and lessons: average of 635 hours per school year
- Supervision other than supervision of arrival and dismissal of students and movement of students
- 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
- 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

If the board exceeds, for a given teacher, the 720-hour workload, the teacher is entitled to financial compensation.

The time devoted to the presentation of courses and lessons within the guidelines of the authorized programs shall not exceed an average of 635 hours per school year for all full-time teachers. If the time exceeds an average of 635 hours during a given school year, the board shall add to the professional improvement budget for the following school year financial compensation.

**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 or compensation time for 3 meetings with parents (if need be) and/or 10 group meetings held immediately after the dismissal of students subject to an agreement between the teacher and the school administration, this personal work may also take place outside of the span or framework.

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 nor 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.