



ADULT
EDUCATION
WORKLOAD
PRESENTATION
FOR
CONTRACTED
TEACHERS

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***THE WORKLOAD
IS DISTRIBUTED
INTO TWO
SECTIONS:***

-(Teaching) Workload

-Other Professional Duties ★

(formerly known as complementary workload and work of a personal nature)

All of the above,

- During a 5-day week (Monday to Friday)

- For a total of 32 hours ★ a week

- For 200 days per year

* 1 hour credit of time for participation in the 10 staff meetings and 3 evening meetings

* 1 hour credit of time for participation in Governing Board

* 1 hour credit of time for participation in Staff Council

- 2 hours of time in a location of the teacher's choice

THE ANNUAL WORKLOAD

Adult Education Annual Maximums:

Workload – 800 hours

Other Professional Duties – 480 hours

Total – 1280 hours

11-14.03

NEW ELEMENT

Teachers will be assigned an annual *workload* and a *work schedule*.

The *workload* will be determined after *consultation* with the teacher.

	<i>Annual Maximum</i>
<p>WORKLOAD</p> <ul style="list-style-type: none"> - <i>Courses and lessons</i> - <i>Pedagogical Follow-Up related to their Specialty</i> - <i>Pedagogical Days</i> 	800 hours
<p>OTHER PROFESSIONAL DUTIES</p> <ul style="list-style-type: none"> - <i>Includes in particular:</i> <ul style="list-style-type: none"> • <i>Pedagogical Days</i> • <i>Supervision of the arrival/dismissal and movement of students</i> • <i>Follow-up related to the student's educational file</i> • <i>Work Committees</i> • <i>Preparation of Course Materials</i> • <i>Corrections of Tests and Examinations</i> • <i>Other Duties usually assigned to Teaching Personnel (not in the presence of students)</i> • <i>Any unassigned period of less than 30 minutes within the student's timetable</i> • <i>Any Work Related to the General Duties (11-14.02)</i> 	280 hours
	200 hours
MAXIMUM TOTALS:	1280 HOURS

Pedagogical Follow-Up Varies –
To be determined by School Board
Ped Days = 32 hours

Ped Days = 16h36m

38 hours credit of time for
participation in Governing Board
38 hours credit of time for
participation in Staff Council

38 hours credit of time for
participation in the 10 staff
meetings and 3 evening meetings

80 hours of time in a location of
the teacher's choice

Adult Workload Template

Teaching Workload	Number of Hours per Year	Recurrent Time in the Schedule
Courses and Lessons		
Pedagogical Follow-Up related to the Teacher's Specialty		
Pedagogical Days	32	
Total	800 hours	

Other Professional Duties	Number of hours per Year	Recurrent Time in the schedule
Arrival and Movement of Students		
Meetings (level, course, coordination, ad hoc, etc.)		
Discussion, Communication, IEPs, Unanticipated events, etc.		
Unassigned Periods of Less than 30 mins within the student timetable		
Follow-up related to the Student's Educational File		

Other Professional Duties (Continued)	Number of hours per Year	Recurrent Time in the schedule
Committees:		
School Council	38	
Governing Board	38	
Special Needs Committee		
Teacher Induction – Appendix XXII		
Travel Time between Buildings		
Other Professional Activities (mandates, projects, etc.)		
Subtotal		
Pedagogical Days	16h36m	
Work Determined by Teacher *	200	
Total	480	

* Credit for 10 staff meetings and 3 evenings (38 hours)

DAILY SPAN

The teacher's work shall be carried out within an 8-hour daily span (not including the mealtime). This means that if you start at 8 am and have an hour lunch, you must not finish later than 5 pm. When you are assigned to teach later in the afternoon / evening...If you start at 1:30 pm and have an hour meal, you must not finish teaching later than 10:30 pm.

Teachers usually have a preference to either work during the day or evenings. However, you may be assigned day, afternoon, and/or evening hours. Your schedule may even consist of days that are "early" starts and others that have "late" starts. The school board must respect the 8-hour span.

STAFF
MEETINGS /
DEPARTMENT
MEETINGS
AND
CONTRACTUAL
EVENINGS

Staff Meetings/Department Meetings (10) and Contractual Evenings (3) are held outside of the 32 hrs.

They are not more than 75 minutes long, to start right after students' dismissal. The meeting notice must be sent 48hr prior to the meeting along with the agenda.

For contracted teachers with a full workload, you must attend the 10 staff meetings your centre director holds per year. Those teachers are credited an hour per week off their Other Professional Duties as compensation.

If you are a contracted part-time teacher and you receive the full credit, you attend all meetings. However, if your credit has been pro-rated, you must have the discussion with your administration as to whether you pro-rate the meeting's length or the number of meetings you will attend.

*Info: Daily Framework of 8 hours - excluding mealtime. Weekly Framework of 35 hours.
Teachers are expected to be in the centre for 32 hours weekly - excluding mealtime.*

	Weekly Average	
<p>WORKLOAD</p> <ul style="list-style-type: none"> - Courses and lessons - Pedagogical Follow-Up related to their Specialty - Pedagogical Days 	20 hours	
<p>OTHER PROFESSIONAL DUTIES</p> <ul style="list-style-type: none"> - Includes in particular: <ul style="list-style-type: none"> • Pedagogical Days • Supervision of the arrival/dismissal and movement of students • Follow-up related to the student's educational file • Work Committees • Preparation of Course Materials • Corrections of Tests and Examinations • Other Duties usually assigned to Teaching Personnel (not in the presence of students) • Any unassigned period of less than 30 minutes within the student's timetable • Any Work Related to the General Duties (11-14.02) 	7 hours	<p>Ped Days (26 minutes)</p> <p>1 hour credit of time for participation in Governing Board</p> <p>1 hour credit of time for participation in Staff Council</p>
	5 hours	<p>1 hour credit of time for participation in the 10 staff meetings and 3 evening meetings</p> <p>2 hours of time in a location of the teacher's choice</p>
MAXIMUM TOTALS:	32 HOURS	

GENERAL DUTIES – ADULT EDUCATION

ARTICLE 11-14.02 - PROVINCIAL AGREEMENT

The teacher shall provide learning and developmental activities to students. In this context, their main responsibilities are:

- to prepare and present courses and lessons within the guidelines of the authorized programs;
- to assist the student in determining their educational profile in relation to their career plans and knowledge;
- to assist the student in choosing learning methods and in determining the time to be devoted to each program and to point out to them the difficulties which must be overcome in order to achieve each stage;
- to follow the adult's progress and to ensure the validity of the student's learning process;
- to supervise and evaluate experimental projects and workplace internships;
- to prepare, administer and correct tests and examinations and to fill out reports inherent to this duty;
- 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;
- to monitor the late arrivals and absences of their students;
- to participate in meetings related to their work;
- to perform other duties usually assigned to teaching personnel.