



VOCATIONAL
TRAINING
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 School Council

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

THE ANNUAL WORKLOAD

Vocational Training Annual Maximums:

Workload (Teaching) – 720 hours

Other Professional Duties – 560 hours

Total – 1280 hours

13 - 15 . 06

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>
WORKLOAD (TEACHING) <ul style="list-style-type: none"> - <i>Courses and lessons, including the supervision of internships.</i> - <i>Remediation (intervention by a teacher to prevent academic delays or to provide special support measures to students with academic delays – test support)</i> - <i>Supervision (formal supervision of students, e.g. at exhibits and trade fairs)</i> 	720 hours
OTHER PROFESSIONAL DUTIES <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 (13-15.02)</i> 	360 hours
MAXIMUM TOTALS:	200 hours
	1280 HOURS

635 hours/yearly average at the school board level

Ped Days = 48h36m

University Course Credit Compensation
1 credit = 15hrs to a max of 45 hrs
(3 university credits)

38 hours credit of time for participation in Governing Board

38 hours credit of time for participation in School 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

Vocational Workload Template

Teaching Workload	Number of Hours per Year	Recurrent Time in the Schedule
Courses and Lessons (including supervision of internships)	(635 hours yearly average at the SB level)	
Remediation (intervention by a teacher to prevent academic delays or provide special support measures to students with academic delays - test support)		
Group Supervision (eg. at exhibits and trade fairs)		
Total	720 hours	

Other Professional Duties	Number of hours per Year	Recurrent Time in the schedule
Arrival and Movement of Students		
Meetings (level, specialty, coordination, ad hoc, etc.)		
Discussion, Communication, IEPs, Unanticipated events, etc.		
Unassigned Periods of Less than 30 mins within the student timetable		

Other Professional Duties (Continued)	Number of hours per Year	Recurrent Time in the schedule
Committees:		
School Council	38	
Governing Board	38	
Special Needs Committee		
Follow-up related to the Student's Educational File		
University Course Credit	15, 30, or 45	
Teacher Induction – Appendix XXII		
Travel Time between Buildings		
Other Professional Activities (mandates, projects, etc.)		
Promotional Activities not in the Presence of Students		
Subtotal		
Pedagogical Days	48h36m	
Work Determined by Teacher *	200	
Total	560	

* 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.

GENERAL DUTIES – VOCATIONAL TRAINING

ARTICLE 13-15.02 - 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 student'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 students, identification of problems that must be referred to professionals in personal assistance, as well as the organization and supervision of sociocultural activities and, if need be, student supervision;
- to look after the equipment used in learning activities related to their teaching;
- to monitor the late arrivals and absences of their students;
- to attend meetings related to their work;
- to perform other duties usually assigned to teaching personnel.