

# General Duties

Vocational Training Sector

Clause 13-15.02 of the Provincial Entente

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 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 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 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 participate in meetings related to his or her work;
- k) to perform other duties usually assigned to teaching personnel.