

Report of the Continuing Education Sector
March 2023

The Staffing Timeline

MAY 1	Availability forms are emailed to Adult Education Teachers. Teachers must specify their availability for the 2023-2024 school year. The completed forms must be returned by Thursday, June 1, 2023
MAY 15	Preliminary Vocational Recall Lists are posted on SSO.
MAY 23	Vocational Teachers must verify the hours taught July 1, 2022 - June 30, 2023 and the teachable categories recognized by the school board (max 3). Requests for corrections/modifications must be submitted to alavoie06@lbpsb.qc.ca (please cc pmachado@ptusep.com).
JUNE 9	Preliminary Adult Recall List is posted on SSO.
JUNE 19	Adult Education Teachers must verify the hours taught July 1, 2022 - June 30, 2023 and the teachable categories recognized by the school board (max 3). Requests for corrections/modifications must be submitted to alavoie06@lbpsb.qc.ca (please cc pmachado@ptusep.com).
JULY 14	Posting of the official recall lists in Continuing Education on SSO.
MAY 1	Requests for voluntary transfers in Vocational Training (available on SSO as of April 17, 2023). Teachers complete and submit the required transfer form on SSO.
MAY 15	Requests for voluntary transfers in Adult Education (available on SSO as of April 17, 2023). Teachers complete and submit the required transfer form on SSO.

Vocational Availability Forms (recall teachers and new vocational teachers)

The forms are due by April 3rd, 2023. Please ensure that you submit your form if you have availability constraints. However, if you limit your availability, you risk not receiving a full offer from the school board. It is important to submit your form regardless of having completed your centre director's form. If your specialty is offered on weekends, you need to answer the availability form accordingly.

Vacation and Non-Workdays

In adult education, a regular teacher shall be assured of a minimum period of four weeks' vacation usually between July 1 and August 30 – 11-14.03.

In vocational training, a regular teacher shall be guaranteed a minimum period of four weeks' vacation. The four weeks shall be taken in the month of July – 13-15.06.

The school board abides by the provincial clauses mentioned above and has been confirmed that the remaining days are granted in 1-week blocks, and it is only in exceptional circumstances that non-workdays are not scheduled in 1-week blocks.

Hybrid/Online Adult Education Classes

The pilot project continues. Ms. Soldano has informed PTU that the feedback has been positive, and more teachers are coming forward requesting to teach online or hybrid. It seems teachers prefer the online teaching over the hybrid (bi-modal) model. This project is still voluntary for those involved.

Tolerances in Vocational Training

The school board has decided to go ahead with giving the contracts despite not having received the confirmation of tolerances from the Ministry. If you had submitted for a tolerance, a contract should be sent your way in the next couple of weeks (via email).

Submitted by
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