



VOCATIONAL
TRAINING
WORKLOAD
PRESENTATION
FOR
CONTRACTED
TEACHERS
2023 - 2024

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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	635 hours/yearly average at the school board level
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	<p>Ped Days = 48h36m</p> <p>University Course Credit Compensation 1 credit = 15hrs to a max of 45 hrs (3 university credits)</p> <p>38 hours credit of time for participation in Governing Board</p> <p>38 hours credit of time for participation in School Council</p>
	200 hours	38 hours credit of time for participation in the 10 staff meetings and 3 evening meetings
MAXIMUM TOTALS:	1280 HOURS	80 hours of time in a location of the teacher's choice



LESTER B. PEARSON
Continuing Education

Vocational Education Annual Workload 2023-2024

Last name, First Name:

Contract %:

Centre: West Island Career Centre

Program: Please select one from the drop-down

Tenured/Contract: Please select one from the drop-down

		Hours			
THE ANNUAL WORKLOAD 1280 HOURS	Teaching Workload	Courses and lessons, including the supervision of internship.		635	
		Remediation (intervention by a teacher to prevent academic delays or to provide special support measures to students with academic delays – test support)		85	
		Supervision (formal supervision of students, e.g. at exhibits and trade fairs)			
		Total		720	
	Other Professional Duties	Other Professional duties (360 hours)			
		Ped day credit		48.6	
		University Course Credit Compensation		0	
		School Council		NO	
		Governing Board		NO	
		Balance of presence hours		311.4	
		Total		360.00	
		Other Professional duties (200 hours)			
		Work determined by a teacher in location of choice		80	
		Participation in the 10 staff meetings and 3 evening meetings called by the administration		38	
	Balance of professional duties hours		82		
	Total		200		
	Total		1280		
	Contractual Evenings	1. Event:	Date:		
		2. Event:	Date:		
		3. Event:	Date:		
Teacher's Signature:		Date:			
Principal's Signature:		Date:			

Presence Hours

This snapshot of the 2023-2024 year will be used for sick day deduction purposes. Upon completing an absence deduction form, the teacher should always verify that the number of hours deducted are accurate.

					Total Hours						Total Hours						Total Hours						Total Hours			
Jul 3 - 7					0.0	Oct 16 - 20					0.0	Jan 29 - Feb 2					0.0	May 13 - 17					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
X	X																			X	X	X	X			
Jul 10 - 14					0.0	Oct 23 - 27					0.0	Feb 5 - 9					0.0	May 20 - 24					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
															X	X										
Jul 17 - 21					0.0	Oct 30 - Nov 3					0.0	Feb 12 - 16					0.0	May 27 - 31					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
									X	X					X	X										
Jul 24 - 28					0.0	Nov 6 - 10					0.0	Feb 19 - 23					0.0	Jun 3 - 7					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
X	X	X	X	X						X	X															
Jul 31 - Aug 4					0.0	Nov 13 - 17					0.0	Feb 26 - Mar 1					0.0	Jun 10 - 14					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
X	X	X	X	X					X	X																
Aug 7 - 11					0.0	Nov 20 - 24					0.0	Mar 4 - 8					0.0	Jun 17 - 21					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
														X	X	X										
Aug 14 - 18					0.0	Nov 27 - Dec 1					0.0	Mar 11 - 15					0.0	Jun 24 - 28					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
															X	X										
Aug 21 - 25					0.0	Dec 4 - 8					0.0	Mar 18 - 22					0.0	TOTAL HOURS SHOULD EQUAL					311.4			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F										
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM									
				X	X																					
Aug 28 - Sep 1					0.0	Dec 11 - 15					0.0	Mar 25 - 29					0.0	HOURS ALLOCATED					0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F										
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM									
														X	X											
Sept 4 - 8					0.0	Dec 18 - 22					0.0	Apr 1 - 5					0.0	BALANCE TO ALLOCATE					311.4			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F										
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM									
X	X								X	X	X	X	X	X												
Sept 11 - 15					0.0	Dec 25 - 29					0.0	Apr 8 - 12					0.0	Indicate vacation days with the letter "V"					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F										
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM									
				X	X	X	X	X	X	X	X															
Sept 18 - 22					0.0	Jan 1 - 5					0.0	Apr 15 - 19					0.0	Optional: Highlight (in blue) dates that you are scheduled to teach. You may also add Presence time on those dates.					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F										
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM									
					X	X	X	X	X	X																
Sept 25 - 29					0.0	Jan 8 - 12					0.0	Apr 22 - 26					0.0	No hours can be allocated in the grayed out boxes (holidays, ped days, shut down dates, etc.)					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F										
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM									
					X	X																				
Oct 2 - 6					0.0	Jan 15 - 19					0.0	Apr 29 - May 3					0.0	Dates highlighted in YELLOW = Available for substitution (even if on presence less than 3 hours)					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F										
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM									
Oct 9 - 13					0.0	Jan 22 - 26					0.0	May 6 - 10					0.0	EXAMPLE					0.0			
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F				
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
X	X														3	0.5				V	V		3.5			