

ADULT EDUCATION WORKLOAD

WEEKLY FRAMEWORK

35 hours per week (max 8 hours per day) excluding meals

PRESENCE TIME

Weekly average of 32 hours in the centre excluding meals

ANNUAL MAXIMUM

1280 hours in the centre within 200 days

	WEEKLY AVERAGE	ANNUAL MAXIMUM
1) WORKLOAD <ul style="list-style-type: none"> • Teaching • Pedagogical follow-up related to specialty • 44 hours for pedagogical days 	20 hours	800 hours
2) COMPLEMENTARY TASKS <ul style="list-style-type: none"> • Follow-up related to student's educational profile • Participation in enrolment process • Professional days • Supervision of the arrival and movement of students • Participation in meetings related to the teachers' work • Preparation of courses and instructional materials and overseeing equipment used • Preparation, administering and correction of tests and examinations and filling out reports • Any unassigned period of less than 30 minutes within the students' timetable 	7 hours	280 hours
3) PERSONAL WORK (5 HOURS) <ul style="list-style-type: none"> • Work related to general duties (11-14.02) • Ten (10) meetings called by the director of the centre immediately following the dismissal of students 	4 hours 1 hour	160 hours 40 hours
*COMPENSATORY TIME FOR GB & ECA TO BE CREDITED FROM PERSONAL WORK		
TOTAL PRESENCE	32 HOURS	1280 HOURS

***COMPENSATORY TIME:**

Reduction of 1 hour a week of Personal Work for the participation in the governing board

Reduction of 1 hour a week of presence time from participation in the staff council

The above provisions apply to regular full-time teachers. They apply proportionally to the percentage of the contract of the part-time teacher. However, they do not apply to the teachers paid at the hourly rate.