

ADULT EDUCATION

WORKLOAD OVERVIEW

WEEKLY FRAMEWORK: 35 HRS per week (max 8 HRS per day) excluding meals

PRESENCE TIME: Weekly average of 32 HRS in the centre excluding meals

ANNUAL MAXIMUM: 1280 HRS in the centre within 200 days

2015-2020	WEEKLY AVERAGE	ANNUAL MAXIMUM
1. WORKLOAD <ul style="list-style-type: none"> • Teaching • Pedagogical follow-up related to specialty • Pedagogical days (11 x 4 hrs) 	20 HRS	800 HRS
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 • Teacher Council credit 	7 HRS	280 HRS
	(-) 1 HR	(-) 40 HRS
Total Assigned Work	27 HRS	1080 HRS

3. PERSONAL WORK: Work related to general duties (11-14.02)	5 HRS	200 HRS
<hr style="border-top: 1px dashed black;"/> (-) COMPENSATION - credits for the following:		
<ul style="list-style-type: none"> • Ten (10) meetings called by the director of the centre immediately following the dismissal of students 	(-) 1 HR	(-) 40 HRS
<ul style="list-style-type: none"> • Governing Board credit 	(-) 1 HR	
<ul style="list-style-type: none"> • School Level Special Needs Committee 	(-) 1 HR	
<ul style="list-style-type: none"> • ECA credit 	(-) VARIES	

TOTAL PRESENCE TIME	32 HRS	1280 HRS
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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.