PTU Presence 2010-2011 SEP

- Elementary -

September 2010

Weekly framework: 35 hours per week (maximum 8 hours per day)

Included: *32 hours of presence at school*

Excluded: *Mealtime (minimum: 50 minutes)*

COMPONENTS OF PRESENCE	5 DAY CYCLE	6 DAY CYCLE
A) ASSIGNED TIME:		
1) WORKLOAD		
- TEACHING *(boardwide average):*	**1230 min.**	**1476 min.**
▪ Applies when teaching portion of workload is at least 50%		
- OTHER:	**150 min.**	**180 min.**
▪ Remediation (elementary - with own students)		
▪ Encadrement (i.e. home room)		
▪ Assigned supervision		
▪ Student activities (within the pupil timetable)		
TOTAL WORKLOAD:	**23 hrs (1380 min.)**	**27 hrs & 36 min. (1656 min.)**
2) COMPLEMENTARY TASKS		
PREPARATION PERIODS WITHIN PUPIL TIMETABLE:	**150 min.**	**180 min.**
OTHER TASKS:	**90 min.**	**108 min.**
▪ Team meeting times		
▪ Parent contacts RE: individual child		
▪ Arrival/Dismissal		
▪ IEP writing sessions		
▪ Passing time (between periods)		
▪ Unassigned periods (i.e. recess when not doing supervision)		
TOTAL COMPLEMENTARY:	**4 hrs (240 min.)**	**4 hrs & 48 min. (288 min.)**
ASSIGNED TIME:	**27 hrs**	**32 hrs & 24 min.**
B) PERSONAL WORK:		
▪ Tasks within General Duties: 8-2.01 (verso) (corrections, lesson-planning, individual or teamwork)	**240 min.**	**288 min.**
▪ 10 staff meetings and the first three parent meetings (average of yearly amount)	**60 min.**	**72 min.**
TOTAL PERSONAL WORK:	**5 hrs (300 min.)**	**6 hrs (360 min.)**
TOTAL PRESENCE:	**32 HRS**	**38 HRS & 24 MIN.**

****NEW PROTOCOL**:**

Please note that the compensatory time for teachers on the Governing Board will be in the form of a reduction of 1 hour of presence each week.