

# P<sup>U</sup> Presence 2010-2011 SEP

## - Kindergarten -

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
<b>A) ASSIGNED TIME:</b> <b>1) WORKLOAD</b> <ul style="list-style-type: none"> <li>- <b>TEACHING</b> (boardwide average):                             <ul style="list-style-type: none"> <li>▪ Applies when <u>teaching</u> portion of workload is at least 50%</li> </ul> </li>   <li>- <b>OTHER:</b> <ul style="list-style-type: none"> <li>▪ Remediation (kindergarten - with own students)</li> <li>▪ Encadrement (i.e. home room)</li> <li>▪ Assigned supervision</li> <li>▪ Student activities (within the pupil timetable)</li> </ul> </li> </ul>	<p>1320 min.</p> <p>60 min.</p>	<p>1584 min.</p> <p>72 min.</p>
<b>TOTAL WORKLOAD:</b>	23 hrs (1380 min.)	27 hrs & 36 min. (1656 min.)
<b>2) COMPLEMENTARY TASKS</b> <i>PREPARATION PERIODS WITHIN PUPIL TIMETABLE:</i>  <b>OTHER TASKS:</b> <ul style="list-style-type: none"> <li>▪ Team meeting times</li> <li>▪ Parent contacts RE: individual child</li> <li>▪ Arrival/Dismissal</li> <li>▪ IEP writing sessions</li> <li>▪ Passing time (between periods)</li> <li>▪ Unassigned periods (i.e. recess when not doing supervision)</li> </ul>	<p>90 min.</p> <p>150 min.</p>	<p>108 min.</p> <p>180 min.</p>
<b>TOTAL COMPLEMENTARY:</b>	4 hrs (240 min.)	4 hrs & 48 min. (288 min.)
<b>ASSIGNED TIME:</b>	<b>27 hrs</b>	<b>32 hrs &amp; 24 min.</b>
<b>B) PERSONAL WORK:</b> <ul style="list-style-type: none"> <li>▪ Tasks within General Duties: 8-2.01 (verso) (corrections, lesson-planning, individual or teamwork)</li> <li>▪ 10 staff meetings and the first three parent meetings (average of yearly amount)</li> </ul>	<p>240 min.</p> <p>60 min.</p>	<p>288 min.</p> <p>72 min.</p>
<b>TOTAL PERSONAL WORK:</b>	5 hrs (300 min.)	6 hrs (360 min.)
<b>TOTAL PRESENCE:</b>	<b>32 HRS</b>	<b>38 HRS &amp; 24 MIN.</b>

**\*\*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.*

