

PTU Presence 2010-11 SEP

- Vocational Education -

September 2010

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

Presence time: - weekly average of **32 hours** in the centre **excluding mealtime**

- annual maximum of **1280 hours** in the centre within 200 workdays

	WEEKLY AVERAGE	ANNUAL MAXIMUM
1) WORKLOAD <ul style="list-style-type: none"> - Teaching and supervision of practicum (ave. of 635 hrs/year at the board level) - Assigned supervision - Remediation 	20 hours (maximum 24 hours)	720 hours
2) COMPLEMENTARY TASKS: <ul style="list-style-type: none"> - Follow-up related to the student's educational profile - Participation in enrolment process - Monitoring of late arrivals and absences - Overseeing of the equipment used in his/her teaching - Participation in work related meetings - Any unassigned period of less than 30 min. within the student timetable 	7 hours	360 hours
3) PERSONAL WORK: <ul style="list-style-type: none"> - Tasks related to teaching (corrections, lesson planning, designing material, communications) - 10 meetings called by the director of the centre immediately following the dismissal of students 	4 hours 1 hour	160 hours 40 hours

****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.

TOTAL PRESENCE: 32 HOURS 1280 HOURS

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.