JAMES LYNG ADULT EDUCATION CENTRE

TEACHER'S PRESENCE FORM

TEACHER'S FULL NAME: _____

Please print

A teacher's Presence

A teacher is to be present at the center for at least 30 hours per week within the daily span of an 8-hour day usually from 8:00 a.m. to 4:00 p.m. Presence is made up of 2 components:

27 hours of assigned presence including the teaching workload
5 hours per week of work of personal nature. However, out of this time, 2 hours per week can be carried out at the location determined by the teacher.

Within the span of a year, the breakdown of 1280 hours is as follows:

Educational Task

800 hours per year (avg. 20 hrs/wk)

Complementary Tasks

280 hrs/yr (avg. 7 hrs/wk) assigned work related to a general function

Personal Work

200 hrs/yr (avg. 5 hrs/wk) other tasks in keeping with a teacher's general duties

Time	Monday	Tuesday	Wednesday	Thursday	Friday

Please fill in the times of your complementary tasks and personal time. It is not necessary to do the same amount of time each day. These times must be respected but if a change is necessary, please contact the Principal.

Please submit this form through the TEACHERS INFORMATION page

Teacher's Name: _____ Date: _____

Principal's Signature: _____ Date: _____