

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: GCK
---	------------------

PROFESSIONAL STAFF WORKLOAD

Rationale

The Kelsey School Division recognizes the need for professional staff to receive preparation time during the normal school day. Without limiting the generality of the foregoing, the following statements more specifically express the intent.

Preparation Time

1. The purpose of preparation time is to provide an additional opportunity for teachers to spend time preparing effective lessons and carrying out thorough follow-up procedures in order to achieve high quality instruction.
2. In the process of staffing a specific school, a sufficient number of teachers should be hired to allow each teacher some unscheduled time within the normal school day.
3. The workload expressed in contact time for classroom and specialist teachers should be close to equal within a school and when compared to other teachers at the same level within Kelsey School Division.
4. Principals should make a reasonable effort to schedule preparation times (in blocks) throughout the timetable in order that the preparation times can be effectively used. (Example: minimum 30 minute blocks)
5. The amount of preparation time is subject to change depending of financial and other considerations. Such consideration shall be: enrollment, staffing patterns, financial support from the department, special levies, and the educational direction of the Division in terms of its programs, curriculum or organization.

Apr/88,June/98