

The following is a set of activities which I have deemed to be and not to be part of our contractual obligations as teachers and BLDTU members in School District #91, based on the Collective Agreement signed on July 1, 2006 between BCPSEA and BCTF. **This list is not complete and this is a DRAFT.** Please do not assume that this is an official contractual document.

The intention of this document is to assist teachers and other BLDTU members in making personal decisions around the nature of their job as of April 20th, 2012

What Our Job Is	What Our Job Isn't
<p>All duties required as per BC Ministry of Education School Regulation 4 – Duties of Teachers and other duties specified in the local Collective Agreement signed July 1, 2006</p> <p>Duties include but are not limited to:</p> <p>Teaching related activities (prep, assess, teach, mark, evaluate)</p> <p>Report on learning minimum 3 times per year on report cards, and through informal means at least two times per year. This must include written or oral comments for K-3.</p> <p>IEP reporting occurs on the regular reporting schedule.</p> <p>Maintaining records required by ministry or board</p> <p>Supervision of students on school premises and during school functions as deemed necessary by school board or principal. Not at noon intermission, however.</p> <p>Attend regular staff meetings: One per month <u>not extending more than 90 minutes after dismissal</u>. (If students are dismissed at 2:53 then meeting should end at 4:23). Seven days' notice required, agenda 24 hours ahead.</p> <p>TA (SEA) direction, but not evaluation</p>	<p>Any Extra Curricular or Voluntary Activities, including but not limited to:</p> <p>Meetings outside of instructional time that are not in the Collective Agreement (PLC etc.)</p> <p>Grad (organization, supervision, participation beyond attendance, unless part of a paid position)</p> <p>Scholastic Book Fair</p> <p>Science Fair</p> <p>Assemblies (beyond supervision)</p> <p>Outside of Classroom academic help (morning, lunch, after school)</p> <p>Outside of class time intramurals, open gym</p> <p>Coaching</p> <p>Clubs</p> <p>Student Council/Leadership unless part of your job</p> <p>Field Trips</p> <p>Collecting/counting money</p> <p>Voluntary tutoring</p> <p>Music/Theatre – no evening performances, during the school day performances are fine</p> <p>First Aid outside of your class</p> <p>PAC meetings</p> <p>Meet the Teacher activities</p> <p>Jump Rope for Heart and other similar activities</p> <p>Me to We</p> <p>Supervision of Dances</p>

Writing Reference Letters

School Based Team meetings – within instructional time if possible, kept to a minimum before or after school – not at lunch

Red Binder organization

Parent contact beyond report cards: within instructional hours if at all possible

Ordering of equipment and supplies

Distribution of non-teacher notices (e.g. PAC letters, newsletters etc.)

Photocopying and filing of report cards

Fundraising

Using personal money for school supplies etc.

Sitting on District Committees, other voluntary committees

Provision of homework packages for students on holidays

Provision of lunch food and clothing for students

Maintenance of school equipment (photocopiers etc.)

Voluntary principal designate position (TIC)

Writing report cards beyond reasonable prep/planning time (i.e. at home)

Student supervision beyond contractual obligations

Itinerant staff:

- recommended to take 45 min lunch break, not inclusive of driving time
- reports, records, stats etc. should be written during instructional time or during reasonable prep time before/after school, NOT only as an additional task during personal time
- schedules may have to be adjusted to accommodate the above into the work day