

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

PROFESSIONAL STAFF WORKLOAD

1. The Kelsey School Division recognizes the need for professional staff to receive preparation time during the normal school day.
2. 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.
3. The process of staffing a specific school should include, a sufficient number of teachers to allow each teacher some unscheduled time within the normal school day.
4. The scheduled contact time for classroom and specialist teachers should be as close to equal as possible within a school and when compared to other teachers at similar levels within the Kelsey School Division.
5. 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. A minimum thirty minute planning time is desired.
6. The amount of preparation time is subject to change depending of financial and other considerations such as: enrollment, staffing patterns, financial support from Manitoba Education, the special levy and grants, and the educational direction of the School Division's programs, curriculum and organization.