

PROCEDURES OF ODYSSEY AND ACCENT

The Corporation and the Departments of Education propose to administer, in accordance with the following provisions and subject to section 3 of this Agreement, the Programs from 2006-07 to 2008-09, which shall be funded by Canada.

1. SELECTION AND ADMISSION OF OFFICIAL-LANGUAGE LANGUAGE ASSISTANTS

- 1.1 Language assistants must be Canadian at the time of application; “Canadian” means a person who is a Canadian citizen or a person who has been lawfully admitted to Canada for permanent residence pursuant to the *Immigration Act*. Persons holding a student visa are not eligible.
- 1.2 Language assistants shall have English or French as their mother tongue or shall be deemed proficient in one of those languages by their provincial/territorial Departments of Education.
- 1.3 In choosing part-time second-language language assistants, preference will be given to persons who are enrolled in a teachers’ college or faculty of education and, more specifically, persons who are majoring in the teaching of English or French as a second language.
- 1.4 Part-time language assistants shall be enrolled full time in a postsecondary educational institution throughout their period as a language assistant.
- 1.5 Full-time language assistants shall have completed at least one year of postsecondary studies and, in Quebec, shall have earned a college diploma (DEC).

2. ROLE OF DEPARTMENTS OF EDUCATION

- 2.1 The Corporation and the Departments of Education agree as follows:
 - a) each Department of Education shall designate a “provincial coordinator” or “territorial coordinator”;
 - b) in each province or territory, all applications shall be sent to the provincial or territorial coordinator, who will accept or reject them and ensure that, inasmuch as possible, every language assistant is interviewed in the language in which he or she will be working;
 - c) the coordinator of a part-time language assistant’s home province or territory shall send to the coordinator of the host province or territory each candidate’s file including the necessary information for his or her admission to the postsecondary educational institution he or she wishes to attend;
 - d) the coordinator of the host province or territory shall take the necessary measures to
 - assign language assistants to educational institutions as official-language language assistants;
 - if possible, assign language assistants to a single grade;
 - if possible, assign part-time language assistants to educational institutions close to the postsecondary institutions they will be attending;
 - inasmuch as possible, choose neighbouring educational institutions if a language assistant is assigned to more than one institution;

- in cooperation with the educational institutions concerned, organize an orientation and training session for language assistants at the start of the school year;
 - inasmuch as possible, assign full-time language assistants to educational institutions in rural or semi-urban areas;
- e) the coordinator of the host province or territory shall approve an allowance toward the cost of one return trip for each part-time language assistant, an allowance toward the cost of two return trips for each full-time language assistant, and, in extraordinary cases, compensation for commuting costs that part-time language assistants must incur, pursuant to the policies established by the Corporation;
- f) each coordinator shall provide the Corporation with a complete list of the names and destinations of language assistants sent from his or her province or territory and a list of language assistants received from other provinces or territories and the place where they have been assigned; the coordinator shall also inform the Corporation immediately of any change of address of language assistants from his or her province or territory;
- g) the coordinator shall obtain from each educational institution participating in the Programs a report on each language assistant's attendance and shall inform the Corporation of any significant negligence in that regard;
- h) the coordinator shall obtain from each educational institution participating in the Programs the financial reports on use of the funds paid in language assistants' salaries by the Corporation needed to prepare the reports referred to in section 6 of this Agreement.

3. ROLE AND RESPONSIBILITIES OF OFFICIAL-LANGUAGE LANGUAGE ASSISTANTS

- 3.1 Language assistants shall notify the coordinator of their home province or territory of any change of address or telephone number.
- 3.2 Second-language language assistants shall perform specific duties under the direction of a second-language teacher.
- 3.3 Mother-tongue language assistants shall perform specific duties under the direction of a teacher who teaches in an educational institution located in a minority community in which French is the primary language of instruction.
- 3.4 The teacher shall determine the language assistant's duties, but those duties shall essentially consist in familiarizing students with the "living" aspect of the language they are studying and the culture associated with that language.
- 3.5 Part-time language assistants shall perform their duties in an educational institution eight hours a week over a period of eight months, that is, from early September to late April. They shall set their schedule in consultation with officials of the educational institution concerned.
- 3.6 Full-time language assistants shall perform their duties in an educational institution 25 hours a week over a period of nine months, that is, from early September to late May. They shall set their schedule in consultation with officials of the educational institution concerned.
- 3.7 At the end of their work period, language assistants shall prepare a critical evaluation of the Program and may suggest improvements for future years.
- 3.8 Language assistants may be required to sign a contract with the educational institution to which they are assigned.
- 3.9 Part-time language assistants shall bear full responsibility for their enrolment and shall obtain the equivalences and credits needed to continue their studies.

- 3.10 This Agreement contains no provisions regarding time off.
- 3.11 The educational institution and the language assistant shall jointly determine the procedures for making up time off for sickness or other reasons.

4. ROLE OF EDUCATIONAL INSTITUTIONS

- 4.1 Educational institutions shall ensure that
- a) language assistants perform their duties under the direction of a teacher (a language assistant may not, under any circumstances, replace a teacher);
 - b) language assistants' duties are determined by the teacher; duties will cover specific aspects (conversation, pronunciation, etc.) of the language in which the language assistant is most fluent.
- 4.2 Educational institutions hosting a part-time language assistant shall, inasmuch as possible, arrange the language assistant's work schedule around his or her class schedule.
- 4.3 Educational institutions hosting a language assistant shall, inasmuch as possible, limit the number of students in any conversation class to 15.
- 4.4 Educational institutions shall assist language assistants in adjusting, particularly when they arrive (finding accommodation, participating in the cultural and social life of the community, etc.).
- 4.5 Educational institutions shall submit to the provincial or territorial coordinator a critical evaluation of the results obtained during the school year and may suggest improvements for future years.
- 4.6 Educational institutions shall submit to the provincial or territorial coordinator an attendance report for each language assistant and financial reports on use of the funds paid by the Corporation for the Programs.
- 4.7 This Agreement contains no provisions regarding time off. The educational institution and the language assistant shall jointly determine the procedures for making up time off for sickness or other reasons.
- 4.8 If the educational institution signs a contract with the language assistant, it shall ensure that the respective responsibilities of the Corporation, the provincial or territorial coordinator, and the educational institution and the duties and responsibilities of the language assistant are set out as stipulated in this Agreement.