

**JOB SHARING FOR TEACHERS**

Although the Board may offer job sharing opportunities for teachers, they do so with the intent to keep the students best interest in the forefront of an approved job sharing position. Therefore, the Board **will** consider allowing job-sharing to occur on a case by case basis, with the stipulation that the best interests of students are being served and that all requirements have been met.

The Superintendent is responsible for recommending to the Board when the best interests of the district would be served by the creation of a job-sharing assignment. It is up to the discretion of the Principal and the Superintendent to approve or reject the request to job share. Employees must submit a job-sharing request as a team to their Principal no later than March 1<sup>st</sup> of the year preceding the intended job sharing.

If the Principal approves, he/she will forward the request to the Superintendent. If the Superintendent approves of the request he/she will then make the recommendation to the School Board. Job Sharing Teachers who wish to extend their job sharing arrangement must apply for this extension on an annual basis.

**JOB SHARING GUIDELINES**

1. The job-sharing assignment is the shared performance of the teaching and supervisory duties of one full-time, professional position shared by two appropriately certified employees.
2. A teacher seeking to job share his/her position must submit a request to his/her Principal by March 1<sup>st</sup> of the school year preceding the intended job sharing. Job share opportunities will only be available for full time employees who have been employed in the district for a minimum of two years. Said employees must not be on an Improvement Plan or have been on one over the previous two years.
3. The application shall address the following questions:
  - a) Explain how job sharing will impact the instructional program.
  - b) How will you share teaching time, communicate with your partner, assess students' work, maintain records, report grades, and manage student behavior?
  - c) Explain your plan on how you develop lesson plans, classroom rules, expectations and consequences with your job share partner.
  - d) How will you establish routines and orient yourselves with your students, and communicate and meet with parents?
4. If approved, in collaboration with the School Administration, a properly credentialed teacher is hired to job share with the teacher for one year. The position belongs to the teacher requesting the job share, and the new teacher hired to job share will be non-renewed in the spring.

**Adopted:**           **DATE:**  
**Reviewed:**       **July 19, 2017**  
**Revised:**  
**Cancellation:**

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5. The sharing of a full time position will be for one year increments. If the “senior” teacher wishes to job share beyond one year, it must be requested again the following spring for the Superintendent’s recommendation and Board approval.
6. Time is split equally (50/50) for the teachers, and they will have their contracts with the district reduced proportionately to that of a job shared position.
7. The shared position shall be scheduled such that one teacher works the morning and the other the afternoon on each scheduled workday. If one of the job share teachers also works as an Educational Associate, the Administration reserves the right to determine which half of the workday each teacher actually teaches.
8. The School Board reserves the right to review and, if deemed necessary, to terminate a Job Sharing arrangement during a school year if the Board decides that the arrangement is not operating in the best interests of pupils.
9. All Job Sharing Teachers are required to be available for relevant after school meetings or evening events at which teachers are required to be present, including such things as Staff Meetings, Professional Development activities, Parent/Teacher meetings, Curriculum Nights, or other school events the instructional staff would normally attend.
10. The minimum period of a Job Sharing arrangement is one full School Year. Therefore, a teacher cannot resign from a Job Sharing arrangement to return to teach full time in his/her school during the course of the School Year.
11. For a short-term (day-to-day) illness or other short term leave, every effort should be made for the other person in the job sharing agreement to serve as the substitute teacher. If that is not possible, however, a substitute will be called on the same basis as per procedures in place at that time for regular full-time teachers.
12. Should one teaching partner take maternity leave, long-term medical leave, or other long-term leave, the remaining partner will assume the full teaching responsibility for the class. If the sharing member doesn’t want the full position, an effort will be made to employ a job share partner. Until a suitable teacher can be found to fill the vacancy created by the resignation, the remaining Job Sharing Teacher shall resume full time teaching.
13. A Job Sharing Teacher who wishes to resign from District employment must give the School Board notice in writing in accordance with the teachers’ terms of employment. If the sharing member doesn’t want the full position, an effort will be made to employ a job share partner. Until a suitable teacher can be found to fill the vacancy created by the resignation, the remaining Job Sharing Teacher shall resume full time teaching.

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14. The Job Sharing Teachers will remain on the same evaluation cycle as before the sharing arrangement went into effect. If a job share partner works part of the workday as an Educational Associate and part as a teacher, he/she shall be evaluated in both capacities in accordance with their respective collective bargaining agreements.
15. Any teacher losing his/her position as a result of the dissolution of a job share position shall be subject to the provisions of the SEA Agreement, Article VI: Transfers, Assignments, and Reassignments.

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