

POLICY 4010 PROCEDURES

Definition:

Job sharing is when two (2) applicants wish to take responsibility for all the functions of one (1) full-time position.

Application Procedures (General):

Individuals must apply together following the procedures and format outlined below.

The initial job sharing arrangement is for one year only. If job sharing partners wish to continue for ensuing years, they shall reevaluate their positions and continue to reevaluate on a yearly basis making necessary changes.

Participation in the job-sharing program is voluntary on the part of participants.

Application Procedures (Specific):

Two (2) current staff members who wish to be considered for job sharing must make application as a team, in writing, to the building principal. The application must address all of the items needed to share the duties and responsibilities of one (1) position, including but not limited to the criteria listed below:

How the following items will be covered: faculty meetings, parent conferences/reports, report cards, class parties, field trips, SLOs, staff development, inservice, open house, parent/student orientation, first and last day of school, substituting, MDT conferences.

The agreement on an acceptable division of teaching assignment: morning afternoon; 2 1/2 days; 3 days-2 days; or another agreed upon division of time, depending on grade level, position (resource room), etc., division of teaching tasks, including subject matter

Basic ground rules on discipline:

A communication system: between selves, with principal, with parents, conflict resolution.

How job share will be evaluated:

Principal, job sharing partners

A listing of equipment and materials that can be shared and what materials would need to be purchased, when and how the job share partners are going to provide for joint planning, an agreed upon plan of how the job sharing relationship will be discontinued if this situation arises.

External applicants or a current employee and an external applicant who wish to be considered for job sharing may apply for a position to the District personnel office following standard District procedures. The District will post the 1/2 job sharing position

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available for one year only. In addition to the normal application process, successful applicants must submit a written plan, as a team, including but not limited to the above-mentioned items.

Administrative Approval:

The administration must approve the job-sharing proposal before it can be implemented.

Items to consider prior to granting approval or disapproval include, but are not limited to:

The job share partners have, in the judgement of the administration, a well developed plan for job sharing an assignment, neither job share partner is undergoing evaluation for below-average performance, job share

partners hold proper certification, teacher compatibility in such areas as: educational philosophy, areas of effectiveness experience, disciplinary expectations and sharing space and room arrangement.

Financial and Contractual Arrangements:

Continuing contract staff members holding job-sharing assignments shall be granted the appropriate annual fractional leave during the period of job sharing.

Job sharing participants will receive benefits in the same ratio as their part-time service bears to full-time service (i.e. their individual FTE).

Should a job share participant resign or take a leave of absence prior to or during the school year, the job share situation will be handled as follows:

1. Offer full-time employment to the remaining job share person;
2. Seek a compatible replacement, with remaining partner working full-time until a replacement is found; or
3. If the remaining partner is unable to assume the full-time responsibility until a replacement is found, a substitute will be identified to work until a replacement is found.

If feasible, job share partners will substitute for one another: specifying the number of days, or partial days, each person will work and adjusting workdays to accommodate substituting. If job share partners are unable to exchange job sharing days for substituting purposes, then substituting partner would receive current substitute rate of pay.

Job share positions are exempt from Article IV, Section 9-assignment, vacancies, promotion, and transfer section of the collective bargaining agreement.

Continuing contract employees who wish to job share must apply for a leave of absence from their former position for one year. At the end of one year, and if job share partners do not wish to continue sharing, the employees shall be placed in the position last held.

Job share partners who wish to continue job sharing after one year, may make an application for an additional year. Applicants will not be guaranteed a full FTE position after the first year. Job share participants will qualify for salary advancement and experience credit per state guidelines.