

Job-Sharing in Professional Staff Positions

1. Teachers interested in job-sharing may identify another teacher currently employed in the district who would be willing to job share with them. If a teacher cannot be identified from other teachers currently employed in the district, the district's professional staff hiring procedures will be followed to select a teacher for job-sharing. The district office will be responsible for determining job-sharing eligibility.
2. Teachers agreeing to job share must submit a completed application form to the building principal where they wish to job share. The written recommendation of the principal for whom the team will be working will be submitted to the district office.

A team not recommended by the principal may submit its application to the superintendent for action.

3. In the event there are more teachers who apply than there are positions available, teachers will be selected based on the number of years of continuous service in the district accumulated by team members. Job-sharing positions will be offered to teams with the greatest length of service in the district.
4. Placement of a job-sharing team will be determined by the principal. The position must be mutually acceptable to both the principal and teachers involved. The determination must be approved by the superintendent.
5. After consultation with the participants, the teaching schedule will be determined by the administrator who will have supervisory responsibility for the team.
 - a. If requested, both teachers will attend faculty meetings.
 - b. Each teacher will participate in scheduled parent conferences and teacher inservice activities as required of all full-time teachers.
 - c. Teachers must share equally the responsibility in meeting identified building or position needs provided the workload for a job-sharing team is not greater than the equivalent of one full-time teaching position.
 - d. Teachers will receive planning time during the workday commensurate with the percentage of time taught.
6. The principal annually will review job-sharing teams and recommend their continuance or dissolution.

7. Teachers involved with job-sharing will receive the following prorated fringe benefits:
 - a. Proportional sick leave, bereavement leave and personal leave
 - b. Legal leave
 - c. Option to participate in the district's hospitalization, dental and/or life insurance plans on a proportionate basis. The district will pay the proportionate share of a single premium, and the employee will pay the balance of the premium.
 - d. Option to participate in other fringe benefit programs contained in Board policy

Teachers involved in job-sharing must participate in the Public Employee's Retirement Association, as required by law, in which both the employee and the school district make monthly contributions.

8. If one teacher in a job-sharing situation has an illness or is on approved leave, the other teacher may agree to teach full-time during the illness or leave at prorated substitute pay. Neither will be required to substitute in the other's absence.
9. Student teachers will not be placed in classes that are job-shared.

Approved April 16, 1991

Revised to conform with practice: date of manual adoption