

JOB SHARE FOR TEACHERS IN THE WEST CENTRAL SCHOOL DISTRICT

Job Sharing is the process where two teachers will work together to fill one full time position in the district for an individual school-year. Teachers wishing to engage in a job share will apply to their principal following the guidelines outlined in this policy. The superintendent of schools will have the authority to approve or deny any job share proposal.

The following guidelines have been established to outline a job share proposal for the West Central School District.

1. A standard form will be used to develop a specific agreement for each job share contract (see GCEAA-E).
2. The proposal for the job share will be signed by the participating staff members and the supervising principal. Each signer and the superintendent will receive a copy.
3. The superintendent will consider the application and consider and require any necessary changes. The superintendent will then either approve or deny the entire proposal. Once this step is complete, the superintendent will notify the school board of the job share approval or denial at the next regular meeting.
4. The agreement will be for one year only and will need to be renewed each year for continuation.
5. Staff members involved in a job share will be evaluated individually according to policy.
6. To gain one step on the salary schedule a job share teacher will work two school terms. A job share certificated teacher, if employed for the full school term, will attain continuing contract status the same as a full time teacher.
7. Should either staff member be absent, every effort will be made for the other person in the job sharing agreement to serve as the substitute teacher. If a substitute teacher is required, substitute wages will be paid for that portion of the position.
8. In the event that the job share agreement is terminated and the position returns to one person, that person will be the one designated in the job share contract. The other member of the job share agreement will be treated according to the reduction in force policy in the master contract. Termination of a job share agreement may be made by either party participating in the job share, or the superintendent of schools.
9. Should a member of the job share team leave during the school year, the other team member will have the option of assuming the full position. If the sharing member doesn't want the full position, an effort will be made to employ a job share partner. If a qualified person cannot be found, the remaining staff member will be required to assume the full position.
10. Salary, benefits and leaves will be granted according to the percentage of the FTE position.

11. In the event more staff seek to job share than is allowed by the school district, the following guidelines will be used to select the team:
 - a. One job share position per building.
 - b. Satisfactory continuation from previous year.
 - c. Seniority in the school system.
 - d. Selection will be made from within the school district before the district administration hire a job share partner.
 - e. If a teacher works in more than one building, the job share will be dedicated to the building that does not have a job share position at that time.
12. Individuals interested in a job share position must give written notification of interest to the superintendent's office by March 15 of the year preceding the year requesting to job share.
13. Job share people will be required to apply and go through the interview process to be considered for a full-time position.

STANDARD FORM OF JOB SHARE CONTRACT

As a minimum, the following must be included in the job share contract:

1. Definition of the teaching position.
2. Description of how the position is to be divided to include the percentage of the position assigned to each staff member.
3. Arrangements for conferences.
4. Arrangements for faculty meetings.
5. Arrangements for assigning grades.
6. Arrangements for mutual planning time.
7. Determination of person for position continuation.
8. Mutually formulated philosophy and discipline plan.
9. Daily operational plan.

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