



MISD JOB SHARE GUIDELINES

Job Share: The term *job share* shall mean the practice of two (2) persons employed by the District to share, equally, a full-time employee position.

Job Share Approval: The Assistant Superintendent of Human Resources has the right to approve or disapprove any job share requests presented by the principal/supervisor.

Job Share Agreement:

- Both employees in a job share position will sign an agreement with the District defining their employment and specific duties for the duration of their assignments.
- Upon request, each employee may be considered for full-time employment in ensuing years but not guaranteed such employment.
- Decisions on a job share arrangement are determined by criteria related to the demands of the particular position. **Pre-K through grade 4 positions are not eligible for a job share arrangement.**

Job Share Renewal: Job shares are approved on a one-year only basis and must be renewed on a yearly basis by agreement of the teachers, principal/supervisor, and Assistant Superintendent of Human Resources.

Job Share Duties: Duties will include shared responsibilities for service normally provided by full-time contracted employees, including service on all District-defined student days and additional service on such non-student days (conferences, workshops, in-service planning days, etc.) as mutually agreed.

Job Share Benefits*: Each employee will receive

- One-half pay
- 2.5 state and 2.5 local personal days
- Full step credit on District Salary Schedule and full step credit toward Teacher Retirement Service if 90 full time days are worked
- District health benefits will be determined by the District

* Job share benefits apply to employees who complete the full job share assignment.

Job Share Arrangement:

1. A half day is 3.75 hours and a full day is 7.5 hours.
2. Both employees shall do the following:
 - Divide preparation responsibilities during the first week of the employees' work year.
 - Attend the contractual "Meet the Teacher" night and "Open House" evening; all contractual parent conferences; school-wide/grade-level evening activities; and staff and in-service meetings as a team when appropriate and as applicable.
 - Attend or share pertinent information for RtI/IEP Team meetings regarding their students, as applicable.

- If one employee is unable to attend meeting(s), such as those listed above, the other employee will represent the team.
 - Enter and maintain grades, mark report cards together and attend conferences together when necessary, as applicable.
3. **Work/teaching days will be determined by selecting from district provided calendar options** and submitting it to the campus principal/supervisor as well as the Assistant Superintendent of Human Resources for approval. **Proposed changes to an employee's work calendar must be approved by the Assistant Superintendent of Human Resources prior to the changes taking effect.**
 4. Additionally, job share employees shall submit a work schedule calendar to the Assistant Superintendent of Human Resources for approval before the contract year begins.
 5. In case(s) of inclement weather days, the employee(s) scheduled to work the cancelled day(s) will be responsible to work the make-up day(s).
 6. Both employees will plan together and maintain communication about students and curriculum issues.
 7. Both employees will be subject to evaluation.
 8. **Both employees must work in increments of no less than ½ day (3.75 hours), AM or PM.**
 9. Employees must work 18 hours per week to be eligible for supplemental benefits.
 10. Each employee may substitute for the other employee under normal circumstances. Should both employees be unable to assume responsibilities on a particular day, a regular full-time substitute will be hired, as applicable.
 11. For individualized SDCE requirements based on selected Job Share arrangement, email Julie Heafner in Human Resources by September 15, 2015.

Employee Signature

Date

Principal/Supervisor Signature

Date