

**SHARED TEACHING ASSIGNMENT**

**A. Purpose and Scope**

To provide guidance and direction for District personnel regarding job shared teaching assignments.

**B. General**

The Superintendent or designee may authorize two teachers to share one full teaching assignment.

**C. Forms Used and Additional References**

None

**D. Procedure**

The Governing Board wishes to provide certificated personnel with the opportunity to share teaching positions, under the following criteria:

1. **DEFINITION:** Job Sharing shall refer to two (2) teachers sharing one (1) full-time position.
2. **APPLICATION:** Teachers wishing to participate in the Job Sharing Program must first apply through the Human Resources Office. Teachers will be paired through regular Human Resources Office channels. Mutual agreement between the teachers, the Principal(s), and the Associate Superintendent for Human Resources is required before the shared teaching assignment can be finalized and implemented.
3. **SELECTION:**
  - a. Job Sharing assignments shall be filled only by teachers who have jointly agreed to work together.
  - b. Shared teaching assignments shall be approved for a maximum of one school year at a time.
  - c. No more than one shared teaching assignment will be allowed at each school in a given year unless specifically allowed by the Superintendent.

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- d. All qualified teachers are eligible to participate in a job sharing assignment. However, present employees shall be given preference over non-employees and tenured employees shall be given preference over probationary employees.
- e. A condition of entry into shared teaching shall be that the affected teachers shall decide between themselves which of them shall have the right to retain the shared teaching position in the event both teachers wish to subsequently return to a regular full-time teaching assignment. The remaining teacher shall be reassigned or transferred by the Superintendent.

**4. RESPONSIBILITIES:**

- a. Responsibilities of an assignment by two (2) job sharers may be divided and/or allocated according to a plan designed by the job sharers, with the approval of the Associate Superintendent of Human Resources. This shall include, but not be limited to, attendance at regular staff meetings, District meeting, parent conferencing, etc.
- b. The job sharers shall cover for each other for short term illnesses. The sharer who covers the illnesses shall not receive any additional compensation. However, the other partner shall cover an equal number of absences.
- c. If a job sharer leaves for a longer absence, the remaining partner would be encouraged to take over full-time.
- d. A teacher on a shared job assignment who performs substitute duties outside of his/her assignment during an unassigned work time shall be paid for that service according to the current substitute salary schedule.
- e. Prior to the first year of participation, teachers shall request a part-time leave of absence from their full-time teaching position.
- f. Teachers electing to continue in the Job Sharing Program beyond the first year shall, as a condition of continuing in the program, resign whatever percentage of their full-time position that is not necessary for their continued employment as part-time employee under this program. This will not affect the seniority of the participants.

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5. **COMPENSATION:** Employees sharing contracts shall receive salary step movement at the start of the school year, following the accumulation of the equivalency of one year of full-time service.
6. **BENEFITS:** The District shall only pay health and welfare benefits proportionate to the salary earned. The employee must then pay their prorated share in order to maintain full benefits. If the employee does not choose this option, they shall not be covered by District health and welfare benefits. The employee must notify the Payroll Office by September 30 if they desire health and welfare benefits. Sick leave and other leave provisions shall be prorated.
7. **RETURN TO FULL-TIME:**
  - a. If the job sharer wishes to increase from part-time to full-time, such increase will depend upon the staffing needs of the school District and the employee's qualifications. In the event a job sharer requests to return to a full-time teaching assignment, the District shall grant such a request provided that a full-time position is available.
  - b. Teachers not wishing to return to full-time status and whom no job sharer is available shall resign the remainder of their position or return to a full-time position if one is available.
  - c. Job sharers wishing to return to full-time status must notify the Human Resources Office in writing by April 1.

The District, through its Superintendent or his/her designee, retains the exclusive right to determine whether or not to grant or modify any job sharing request.

**E. Reports Required**

None

**F. Record Retention**

Job Share Agreement maintained in Human Resources Office

**G. Responsible Administrative Unit**

Human Resources

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**H. Approved By**

Associate Superintendent for Human Resources