



## APPLICATION FOR JOB SHARING 2025-2026 School Year

Teacher Applicant Name: \_\_\_\_\_

Teacher Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

### Instructions:

The Application for Job Sharing must include the following: Leave of Absence forms for both staff members, a calendar for the upcoming school year indicating the planned work schedule (i.e. color coding), and the Job Share Application.

In applying for Job Sharing, please be specific and speak to each area under each heading as indicated below. (use additional pages, if needed) Please see CBA Section 5.11: Job-Sharing.

Submit all paperwork to Tami Morse in Human Resource Services.

1. Teacher compatibility in such areas as:
  - personal traits
  - educational philosophy
  - areas of effectiveness
  - experience
  - discipline expectations
  
2. Please describe how daily tasks will be divided, how subjects will be taught, and the proposed work schedule.
  
3. How will instructional planning responsibilities be shared?

4. How will you engage with grade-level/collaborative teams?
  
5. Please describe how the following will be handled. (additional time shall not be green-sheeted)
  - a. In-service professional development (e.g. Required ELA Training)
  
  - b. Professional Growth Fridays
  
  - c. Report cards/grading
  
  - d. Assessment/Testing
  
  - e. Staff meetings
  
  - f. First day of school
  
  - g. Last day of school
  
  - h. Preparation for opening and closing of room/school

i. Parent/student orientation

j. Open house

k. Curriculum night

l. Parent/teacher conferences

m. Parent/Grandparent visitation days

n. Field trips

o. Evening programs

6. How will you ensure consistent classroom management and student discipline? List specific procedures.

7. How will you ensure consistent and timely communication in the following areas?  
a. With parents

b. With each other

c. With principal

d. With other teachers/team/support staff/specialists

e. With parents regarding the job share plan

Teacher Applicant Signature: \_\_\_\_\_

Teacher Applicant Signature: \_\_\_\_\_

**Principal** - I have considered this request for job sharing and discussed it with the applicants.

I am recommending:  approval  disapproval of the request

I approve and have attached an annual work schedule.  attached work schedule

Comments: \_\_\_\_\_

\_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director of Human Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Employee Files  date: \_\_\_\_\_