



PERSONNEL

Job-Sharing Staff Members

Definition: A job-sharing assignment is the shared performance of duties of one full-time regular education position by employees.

Goal: To provide a quality educational experience for students.

Process: Job-sharing may be available to teachers who have continuing contracts with the district and who have indicated in writing to the Human Resource Director their desire to job-share. The teacher may request a leave of absence for a portion of their contract. If approved, the district will post the position as a leave of absence contract. Board approval will be contingent upon finding a qualified candidate.

Job-Share Plan: Once a job-share assignment has been approved, a job-share plan will be developed that includes agreements regarding:

1. Staff training/staff development activities;
2. Staff meetings;
3. Conference/planning time;
4. Joint responsibility for report cards, progress reports, parent conferences, portfolio shares, etc.; and
5. Expectations for building responsibilities/leadership

The plan will be revisited and revised as needs arise. Adjustments can be made to improve the educational program and to ensure quality collaboration.