

JOB SHARING PROPOSAL

School Year – 20__ / 20__

Only two certificated employees may share one (1) full-time position. At least one (1) of the certificated employees must have one or more years of successful teaching experience in Jordan School District. An applicant for a job sharing position who is not a current certificated employee of Jordan School District will be considered upon recommendation of the Human Resources Department, the supervising principal and the appropriate area administrator. Teachers desiring to job share will be required to find a qualified, certificated teacher with whom to share the position.

“Job Sharing is only approved for a single contract year. Job share teachers do not have an expectation of continued employment.” DP351

The job sharing plan is proposed by:

Teacher's Name(s)	Present School Assignment	Present Principal
Teacher's Name(s)	Present School Assignment	Present Principal

It is proposed for:

School	Grade	Principal
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Indicate scheduling and subject/curriculum plans by completing the following:

Teacher	A.M.		P.M.		Comments
	Subject/Curriculum	Time	Subject/Curriculum	Time	
Daily Teaching & Time Schedule					
Weekly Planning Schedule (day & time)					
Subject Area & Amount of time taught	Subject/Curriculum	Time	Subject/Curriculum	Time	
Minimum of 4 hours on-site contract	Total Time A.M.		Total Time P.M.		

If a plan other than a.m. / p.m. is proposed, adjust this form to meet the need.

WRITTEN PLAN: A written plan must be presented to the principal by the certificated employee(s) desiring to job share. The plan must meet the needs of the individual students within the school’s education program and be approved by both the principal and the area administrator.

If two (2) certificated employees from two (2) different schools propose a plan to job share at one of the schools, approval must be obtained from the principal where job sharing will take place, the area administrator(s) and the Department of Human Resources.

Present in type written form your educational plan for the following:

PHILOSOPHY OF EDUCATION: In order to assure that the students’ education will continue with consistency, please present a shared philosophy of education.

PLANNING:

DISCIPLINE:

RECORD KEEPING:

GRADING:

PARENT CONFERENCING:

AGREEMENT OF PHYSICAL FACILITIES: (i.e. teacher's desks, files, materials, equipment, bulletin boards, etc.)

ASSIGNED RESPONSIBILITIES:

YEAR-END FEEDBACK REPORTS: (students, parents, team members)

I have read the Guidelines for Job Sharing. I understand that this is a one year assignment, for a single school year, and if I desire to job share next year, I must resubmit a new proposal for consideration. Neither half-time participant shall have an expectation of a continued job share position in a succeeding school year in Jordan School District. The administrators' signatures on this form denote approval for the Job Share. Final acceptance is contingent upon the principal's approval of the job share partner.

Teacher's Signature

Date

Teacher's Signature

Date

APPROVAL:
I accept this job sharing proposal and will implement it for the proposed school year.

Principal's Signature

Date

Area Administrator's Signature

Date Approved

Human Resources Administrator's Signature

Date Recorded in Human Resources