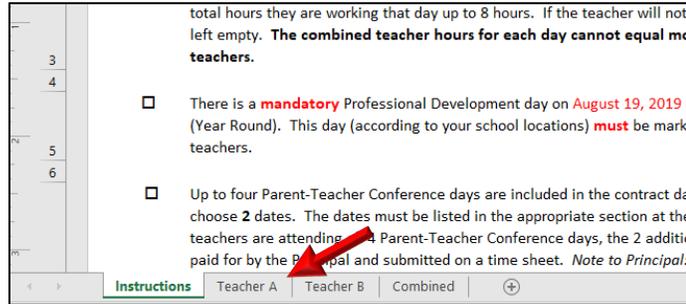


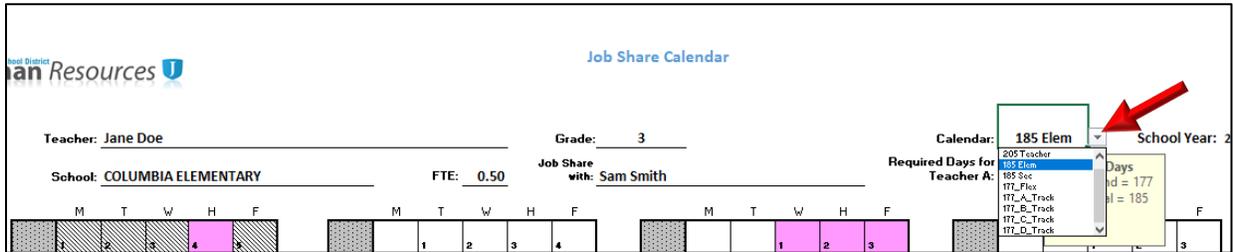
Job Share Tutorial

Enable Macros. Please download and open calendar in Microsoft Excel. Google sheets will not calculate correctly.

- Both teachers will complete their calendar in the same workbook. If both teachers cannot sit together to complete their calendar. One teacher will need to complete the calendar, save their changes and email it to the other teacher to complete their own calendar.
- The individual calendars can be found using the tabs at the bottom of the workbook.



- Enter top section of each worksheet. Use drop down menu if applicable (Calendar type, school, etc.)



- Each teacher must complete a calendar with their work schedule by entering the hours they will work per contract day. The schedule must be opposite from the other teacher. Examples of some job share schedules are shown here.

| | M | T | W | H | F | |
|--|----|------|------|------|------|------------------|
| Full days Tues, Thurs, and every other Friday | | 8.00 | | 8.00 | 8.00 | |
| | 1 | 2 | 3 | 4 | | |
| | 7 | 8 | 9 | 10 | 11 | |
| | 14 | 15 | 16 | 17 | 18 | |
| | 21 | 22 | 23 | 24 | 25 | Oct |
| | 28 | 29 | 30 | 31 | | Total Days 10.00 |
| Half days every day | | | 4.00 | 4.00 | 4.00 | |
| | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | |
| | 13 | 14 | 15 | 16 | 17 | |
| | 20 | 21 | 22 | 23 | 24 | Jan |
| | 27 | 28 | 29 | 30 | 31 | Total Days 9.00 |
| Full days Mon, Wed and half days every Friday | | | 8.00 | | 4.00 | |
| | 1 | 2 | 3 | 4 | 5 | |
| | 6 | 7 | 8 | 9 | 10 | |
| | 13 | 14 | 15 | 16 | 17 | |
| | 20 | 21 | 22 | 23 | 24 | Apr |
| | 27 | 28 | 29 | 30 | | Total Days 8.50 |

- Parent Teacher Conference dates will be entered in the lower left hand box per teacher. Each teacher will be allotted 2 PTC dates. Any additional dates will need to be preapproved by the principal and a timesheet must be submitted.

Parent-Teacher Conferences (PTC)

Up to 2 PTC dates may be included in the total contract. Any additional PTC dates worked must be approved by the Principal and submitted on a time sheet. Note to Principal: May not be paid from budget 0050.

1) _____ 0.50 3) _____ 0.5 (Timesheet)
 2) _____ 0.50 4) _____ 0.5 (Timesheet)

6. After completing your individual calendar. The bottom right box will let you know if you have the correct amount of hours/days for your job share calendar. If this box does not show a GREEN checkmark, you will need to adjust your days. **ALL STUDENT DAYS MUST BE FILLED BY ONE OR THE OTHER TEACHER.**

| | | |
|--|--|--|
| <p>Total Contract Days 89.50 ✘</p> <p><i>*Text will be black if balanced</i></p> | | <p>Total Contract Days 92.50 ✔</p> <p><i>*Text will be black if balanced</i></p> |
|--|--|--|

7. The combined calendar worksheet will show who is scheduled each day and will show if there are any errors or missed contract days.

| | M | T | W | H | F | |
|---------------------------------|---|---------|---------|---------|---------|---------|
| D C T O B E R | | JAN 1 | SAM 2 | JAN 3 | JAN 4 | |
| | | SAM 7 | JAN 8 | SAM 9 | JAN 10 | SAM 11 |
| | | SAM 14 | JAN 15 | SAM 16 | JAN 17 | JAN 18 |
| | | JAN 21 | JAN 22 | SAM 23 | JAN 24 | JAN 25 |
| | | JAN 28 | JAN 29 | SAM 30 | JAN 31 | |
| | | | | | | |
| J A N U A R Y | | | Both 1 | Both 2 | Both 3 | |
| | | Both 6 | Both 7 | Both 8 | Both 9 | Both 10 |
| | | Both 13 | Both 14 | Both 15 | Both 16 | Both 17 |
| | | | | Both 22 | Both 23 | Both 24 |
| | | Both 27 | Both 28 | Both 29 | Both 30 | Both 31 |
| | | | | | | |
| A P R I L | | | JAN 1 | SAM 2 | Both 3 | |
| | | Both 6 | Both 7 | Both 8 | Both 9 | Both 10 |
| | | JAN 13 | SAM 14 | JAN 15 | SAM 16 | Both 17 |
| | | JAN 20 | SAM 21 | JAN 22 | SAM 23 | Both 24 |
| | | JAN 27 | SAM 28 | JAN 29 | SAM 30 | |
| | | | | | | |

8. Leave Day Equivalent Table

- a. Each teacher calendar has a table that will calculate the Leave Day Equivalent for that teacher. For example: If a teacher works a full 8 hour day on Wednesday’s and needs to take a sick day, they will enter 8 hours in the “Total Hours” field and hit Enter. This calculates the employee will need to enter 2.0 sick days into Skyward for that contract day.

| Leave Day Equivalent | | |
|----------------------|-----------|--------------------------------------|
| 8.00 | 0.50 | 2.00 |
| Total Hours | Total FTE | Skyward Days <i>To be Entered</i> |

**Enter total hours of day you want to take off and hit enter.*

9. All three calendars must be filled out **ELECTRONICALLY** and printed for signatures. Hard copy calendars with original signatures will be sent to Human Resources.

PRINTING HELP

PC Users

Please print out these calendars on one page. You may have to adjust your printer settings. To adjust, select **Scaling** and select Fit all on One Page or click the Print button on the bottom right of calendar worksheet.

MAC Users

Please print out these calendars on one page. You may have to adjust your printer settings. To adjust, select **Scale to Fit** and enter 1 page wide by 1 pages tall.

Recommendation: Save a copy of this calendar to your desktop for easy access to the Leave Day Equivalent table.

Calendars may only be changed twice per contract year. Revisions must be preapproved and signed by principal/director and a new calendar for both teachers submitted to HR.