

Jordan School District JOB SHARING PROPOSAL

Only two licensed employees may share one (1) full-time position. At least one (1) of the licensed 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 licensed employee of Jordan School District will be considered upon recommendation of the supervising principal, the Human Resources Department and the appropriate Administrator of Schools. Teachers desiring to job share will be required to find a qualified, licensed teacher with whom to share the position.

“Job Shares are approved for the current contract year only. Job share teachers do not have an expectation of continued employment.” DP351

Fill out this form completely. Incomplete forms will not be accepted.

Teacher's Name	Current Assignment	Current Principal
Teacher's Name	Current Assignment	Current Principal

Job Share Proposed for:

Contract Year:

School	Grade/Assignment	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					
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 please describe below and/or adjust this form as necessary.

WRITTEN PLAN: A written plan must be presented to the principal by the licensed 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 appropriate Administrator of Schools.

If two (2) licensed 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 the job share will take place, the Administrator of Schools and a Human Resource Administrator.

PHILOSOPHY OF EDUCATION:

In order to assure that the student's education will continue with consistency, please present a shared philosophy of education.

PLANNING:

How will planning be accomplished to ensure high quality instruction and interventions?

DISCIPLINE:

How will you create consistency and safety with your shared discipline plan?

RECORD KEEPING:

How will you maintain accurate records?

GRADING:

How will you ensure grading continuity?

PARENT CONFERENCING:

How will you address parent contacts and conferencing? Parent conferences are to be attended by both teachers - one (1) night each occurrence.

AGREEMENT OF PHYSICAL FACILITIES:

How will you allocate physical resources i.e. teacher's desk, files, materials, equipment, bulletin boards, etc.?

ASSIGNMENT OF RESPONSIBILITIES:

How will you allocate responsibilities such as grade level teaming, PLC's, etc.?

YEAR-END REPORTS:

How will you manage and complete year-end reports?

By signing below I understand that:

- 1) I have read the policy DP351 – Job Sharing/Part-Time – Licensed
- 2) This is a year-to-year assignment for the contract year listed above
- 3) To continue to job share, I must resubmit a new proposal for consideration
- 4) There is no expectation of continued employment in a succeeding year in the District
- 5) Trade time must be approved by the principal, must maintain the pattern and balance of days worked in a pay period, and may NOT be included within any other leave (medical or otherwise). Job Shares may substitute for each other at substitute wages.
- 6) Each job share teacher is required to fulfill ½ the duties and time of a full-time teacher
- 7) Time entry is different for a half-time employee. For example: someone who works every day in the mornings, who is sick for a day – will enter in 1.0 sick days (as each half-day represents a full [1.0] sick day based on the contract). A teacher who works two full-days (M & W) and every other Friday who is sick for one full day on Monday – will enter in 2.0 sick days (as each half-day represents 1.0 sick day, so two half-days would represent two full days of accrued leave).
- 8) A special calendar must be submitted on or before May 15th of the upcoming school year. The calendar: may be updated up to two times a year, must balance to represent working half of the contract days, and should reflect a measure of predictability and consistency.

The administrator’s 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
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_____ Teacher’s Signature	_____ Date
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APPROVAL:

I accept this job share proposal and will implement it for the proposed school year. I also agree to monitor and evaluate the effectiveness of the job share.

_____ Principal’s Signature	_____ Date
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_____ Administrator of Schools	_____ Date
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_____ Human Resource Administrator	_____ Date
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