

JOB-SHARING PROCEDURES AND GUIDELINES

All requests for job-sharing assignments will be reviewed independently on a yearly basis. The request must be put in writing and submitted to the Superintendent no later than February 1 for the following school year. A decision by the administration will be provided to the applicants no later than March 1. The written request must include the following:

- The teachers involved in the job sharing
- The specific schedules each teacher would follow
- Plans for maintaining continuity, including, but not limited to, teacher co-planning, communication with parents, student grades and assessments, attendance at team meetings and faculty meetings, and dealing with issues and concerns that arise
- Possible benefits for the students and the teachers involved

When assessing the merits of a job-sharing request, the Administration will consider the following factors:

- Continuity of the educational experience for the students and parents
- Ability for teachers to remain active and successful in the professional learning communities model
- Workability and feasibility of the proposed job-sharing schedule as it interacts with the school master schedule
- Maintenance of a high-quality educational experience for students