

JOB SHARING – INSTRUCTIONAL STAFF POSITIONS

When a job sharing position is considered the following shall apply:

- An acceptable job-share proposal must, firstly, address the needs of the students and the school and, secondly, the needs of the individual teachers.
- Not more than two persons shall share any position. Together the two parties shall be responsible for preparing and presenting the proposal for job sharing to the principal on or before March 31st.
- The proposal should articulate the position of the partners regarding coverage for each other during short-term illness or maternity situations.
- The Assistant Superintendent - Human Resources and the Superintendent have the sole discretion in approving job-share proposals. Job-share situations may be re-evaluated yearly by the Assistant Superintendent – Human Resources and discontinued at the sole discretion of the Superintendent, if required.

Persons making a job-share proposal must thoroughly address the following:

- Teachers must have an initial meeting with the principal to discuss the potential of a shared position. Any concerns about job-sharing relating to the school, the class, the grade, the timetable, professional development and time should be discussed at this meeting.
- Teachers should then work together to draft a comprehensive written plan or proposal for job-sharing, giving consideration to the following:

A compatible methodological and philosophical approach to each of the following classroom matters:

1. Needs of all students, including:

- identification of "special" students and their educational, emotional and/or physical needs.

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- process for sharing and construction of I.E.P.'s.
2. Classroom management techniques/rules and consequences.
 3. Class routines.
 4. Support of common expectations/standards in areas such as: curriculum, student behaviour, reporting, et cetera.
 5. Classroom organization including the manner of sharing responsibility for curriculum delivery.
 6. Timetables/ordering/register/field trips/other paperwork.
 7. Communication between partners, with administration and with parents.
 8. Evaluation of and long range plans for students.
 9. Job-sharing evaluation: ongoing and yearly evaluation of the job-sharing situation is recommended. The principal may be invited to provide feedback.
 10. Scheduling: Teacher attendance, extra curricular activities, meeting attendance, school duty assignments, professional development activities, parent/teacher conferences, et cetera.

If the principal supports the written proposal, the principal shall forward it to the Assistant Superintendent – Human Resources for approval.

First Reading: February 10, 2005

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