



C.U.S.D 303

Human Resources Department

Job Share Proposal

Printed name of Job Share Partner

Printed name of Job Share Partner

School Year

Grade Level / School

A Job Share proposal addressing the following items must be presented to and approved by the appropriate building or department administrator(s):

- Scheduling
- Methods of Educator Communication
- Methods of Parent Communication
- Methods of Collaboration

Work Expectations

As per the SCEA Professional Agreement, Section 15.3 Job Share Leave, Job Share educators shall be expected to be in attendance on all Institute Days, SIP Days, and Parent-Educator Conferences in their entirety. Attendance at PLC Meetings, Professional Learning Days, IEP Meetings, Data sharing/RTI Meetings, and other employee duties will be agreed upon, planned and coordinated with the immediate supervisor. This attendance will be without additional compensation.

Substituting

It is the preference of the Administration that job share partners arrange to substitute for each other, though it is not mandatory. Educators in job share arrangements will be given the first opportunity to substitute for each other for occasional or long-term absences.

In the case of an extended absence exceeding 10 consecutive school days, the other educator in the arrangement shall have the first opportunity to assume the full time position within 20 days. . If an educator does take over the full time position, he or she will receive salary and benefits reflecting full time status.

Should an educator in a job share arrangement leave during the school year, the other educator in the arrangement shall be given the first opportunity to assume the full time position within 20 school days, and shall receive full time salary and benefits.

Beginning and End of School Year

Educators in job share arrangements shall both work the first three (3) student attendance days of school as well as the last student attendance day without additional compensation.

Signatures below indicate acknowledgement of information found in this document and Section 15.3 of the SCEA Professional Agreement.

Signature of Job Share Partner

Signature of Job Share Partner

Date

Date

*Attach your Job Share Proposal document to this form and present to the appropriate administrator no later than **March 1** of the year before you wish to job share. Educators, who wish to continue a job share assignment for the following year, must notify the district no later than **February 1**.

Signature of Principal

Date

Signature of Executive Director of HR

Date