

Alsea School District 7J

Code: **GCEC-AR**
Adopted: 5/08/96
Readopted: 7/12/10; 1/13/16
Orig. Code(s): GCEC-AR

Job Sharing Agreement

The undersigned do hereby agree to the following conditions of job sharing:

1. A shared assignment is requested by:

_____ ; and

_____ ;
2. This agreement is for the _____ school year. This agreement shall be in effect for one year, with no guarantee of continuing the partnership program beyond the term of this agreement. Job sharing may continue, subject to annual review by the superintendent. When this agreement discontinues, the district will place staff where needed;
3. The superintendent will approve the daily/weekly work schedule for the year;
4. Both staff members will have part-time status, receiving an appropriate percentage of their salary, including the increment, based on their salary schedule placement;
5. Each employee's half-time, full-year work will count one year toward permanent status and one year toward seniority;
6. Each employee will receive holiday pay and leave on a prorated basis;
7. Both employees' agree that the district will pay an appropriate percentage of their fringe benefits package (not to exceed the expense of one employee);
8. Each employee shall assume responsibility for a cooperative balance of work hours, of the required duties of their portion of the school day, and of their scheduled hours on teacher work days. Each teacher shall also assume responsibility for maintaining student education records, inventories and room appearance;
9. Both teachers are responsible for complete lesson plans and each shall confer with the other at least once per week to ensure that district curriculum goals and bench marks are being met;
10. One teacher shall participate in each staff meeting and will be responsible for communicating the relevant information to the other. Both teachers shall participate in parent-student-teacher conferences, required school-sponsored evening activities, scheduled in-services and out-of-classroom activities, such as field trips and excursions, when such activities span both teachers' portions of the instructional day without additional compensation;
11. Both teachers will report student progress in their areas of instructional responsibility with a coordinated report for social/citizenship aspects of grading;

12. Both teachers will plan and implement appropriate room arrangements and will cooperatively develop and maintain consistent classroom management standards;
13. Parents will be contacted by individual teachers as problems arise. A conference between both teachers and the parents will be scheduled when the problem is common to both teachers;
14. Both staff members agree to substitute for the other, whenever possible. When this occurs the substitute staff shall be paid at their rate of pay prorated for the time in substitution;
15. Job performance responsibilities will comply with all policy and contractual stipulations;
16. Both staff members will be observed and evaluated annually as stipulated in district policy and the contract;
17. Both teachers acknowledge that the work they will be required to do under this contract, such as dual appearance at in-services, conferences and the like, will not be compensated as extra work;
18. If either employee is unable to complete the job sharing assignment, the district retains the right to assign the remaining employee to full-time responsibilities for the duration of the agreement;
19. The district will annually announce job sharing application deadlines.

Specific considerations:

Employee

Date

Employee

Date

Supervisor

Date

Superintendent

Date

Association Representative

Date