



## **Job Sharing Agreement**

Job sharing is considered an appropriate personnel practice in certain limited situations providing it ensures quality educational experiences to all involved students, continues effective instructional services, and maintains the same level of curriculum offerings as provided prior to the establishment of a job sharing assignment at no increased cost. Job share assignments are defined as certified positions that were previously held by full-time employees and may be assumed by two staff members instructing the same students. In reference to Board policy GCEC - Job Sharing, implementation of a job sharing assignment requires completion of the following agreement:

### 1. General Assignment

- a. Assignment: The job share assignment is \_\_\_\_\_
- b. Duration: This agreement is for the \_\_\_\_\_ school year.
- c. Compensation and Fringe Benefits: Job share teachers will be subject to the rights and benefits of the negotiated agreement. The amount of fringe benefits that are due a full-time teacher shall be prorated pursuant to the existing collective bargaining agreement.
- d. Teacher Status: We acknowledge that we both will have the status of part-time teachers and will retain only the rights as indicated in ORS 342.845. Teaching experience shall be credited at half-time each.
- e. Work Day and Benefits: Both teachers acknowledge and consent that the work they will be required to do under this contract, such as dual appearance at faculty meetings and the like, will not be compensated as extra work. The teachers agree that the cost to the district of fringe benefits to both of them shall not exceed the total cost to the district of fringe benefits for one full-time teacher. If the benefits do exceed such costs, the teachers shall bear the extra costs themselves on an equal basis.
- f. Position Openings: Teachers working part time in the job share assignment under this agreement will be entitled to bid for other position openings within the district. However, there is no guarantee or right by the job share teacher to such openings although they will be considered. If one teacher accepts a full-time position, there is no obligation to continue the job share agreement for the other job share teacher on a job share basis.
- g. District Meetings: Both teachers will attend all district meetings.
- h. Principal Approval: The proposed job sharing assignment must have the approval of the principal. If the principal denies the request, the job share teachers making application may request a voluntary transfer through the human resources office.

### 2. Teacher Team Responsibilities

- a. Report Cards: Each teacher will be responsible for grading in his/her area. The morning teacher will keep attendance and lunch count. A coordinated effort will be made on social aspects of grading.

- b. Field Trips: If field trips overlap from morning to afternoon, both teachers will be in attendance.
- c. Programs: Both teachers will be present at all school programs.
- d. Parent Contact: Parents will be contacted by individual teachers as problems arise. If it is a problem common to both teachers, a conference between both teachers and the parent will be arranged.
- e. Parent Conference: Both teachers agree to conduct scheduled parent conferences for their assigned students or an equal number of students depending on the circumstances relating to their teaching assignment.
- f. Planning Time: Teachers will be scheduled so that they will have a minimum amount of designated time to plan together.
- g. Room Arrangement: Both teachers will cooperate to plan and implement a pleasant learning environment.
- h. Discipline: Prior to the start of school, room standards will be arranged by mutual agreement. An attempt will be made for consistent discipline.
- i. Substitute Teachers: At the beginning of the school year, both teachers will agree to an arrangement for substitute teachers to cover their particular assignment. This agreement is subject to the approval of the principal.
- j. Pre-approved Leave or Extended Leave:
  - (1) A job-share teacher shall be compensated at a daily substitute rate, if a pre-approved leave or extended leave is 10 consecutive days or less.
  - (2) If a job-share partner is on a pre-approved leave of absence for more than 10 consecutive days and/or is absent from his/her job responsibilities for more than 10 consecutive days, on the 11th day the teacher who has been working in a full-time capacity, will receive full-time teaching salary and benefits, until the partner who is absent returns.
  - (3) The job-share teacher who has worked as a full-time teacher while his/her partner has been on a leave of absence or is absent for 10 consecutive days or more, will receive on the 11th day, full-time teaching salary, retroactive to the first day worked.
  - (4) The job-share teacher who has worked as a full-time teacher while his/her partner has been on a leave of absence or is absent for 10 consecutive days or more, will receive on the 11th day, prorated sick leave hours retroactive to the first day worked.

### 3. Building Responsibilities

- a. Faculty Meetings: Both teachers will attend all regularly scheduled faculty meetings as requested by the principal.
- b. Building In-Service: If job share teachers are required by the principal to attend a building in-service activity, the principal shall notify the job share teachers at least two weeks prior to the scheduled in-service activity. The principal may release job share teachers from scheduled building level in-service activities.
- c. Beginning- and End-of-year Tasks (Cumulative folders, inventory, room cleanup, etc.): Teachers shall share responsibilities on the first and last work day.

d. Teaching Hours: May be reversed at the semester if both teachers and principal agree.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date