

JOB SHARE PROPOSAL

Cover Page

(Please attach this cover page to your Job Share Worksheet.)

Name: _____ Name: _____

School: _____ School: _____

Home Phone: _____ Home Phone: _____

Grade Level/Assignment: _____

For School Year: 20__ / 20__

This is an application for: an existing partnership
 a new partnership

ADMINISTRATOR'S COMMENT

1. a. This existing team will continue at this school in the coming school year.
 b. This existing team is unable to continue at this school in the coming school year (please explain why).
2. a. This new partnership will share an existing position.
 b. This new partnership is seeking District approval and will be seeking a posted position.

Additional Comments:

Principal's Signature: _____ **Date:** _____

Job shares are part time positions and as such are subject to annual review. In preparing a new Job Share Proposal, applicants must be aware of the guidelines for job share partnerships and construct the proposal to address each of the criteria.

EXISTING PARTNERSHIPS

Principals will meet with current job share partners prior to March 31st to review the partnership.

Where there is no substantive change to the way in which the team has operated and where the principal agrees to the continuation of the job share partnership, the principal may simply attach a copy of the signed Job Share Worksheet to the approved Job Share Proposal Cover Page. Please send a copy to Human Resources **no later than April 30th of the current school year.**

Where a team has not met the expectations of the previous Job Share Proposal, the principal will outline his/her concerns to the team and request a new proposal to address those concerns. The new worksheet, along with the approved Job Share Proposal cover page indicating a continuing partnership, should be sent to Human Resources **no later than April 30th of the current school year.**

Should the team be unable to continue for any other reason, the principal may decline to have the partnership continue. In such circumstance, the partners may choose to submit a proposal to Human Resources for approval. If this partnership is approved it is with the understanding that they must apply to posted positions. Human Resources must receive this application for approval before the posting rounds in May and June.

NEW PARTNERSHIPS

A new partnership proposing to split a current full time position occupied by one of the members must have the agreement of the principal of the school. Where there is no agreement from the principal, or where no member of the team currently holds a full time position, the team must apply to posted positions. Proposals for new job share partnerships must be received by Human Resources **no later than April 30th of the current school year.**

JOB SHARE WORKSHEET

Discussion between Teachers and Principal/Vice Principal

Criteria

A. Work Schedule

School Year: 20 __ / 20 __

Percentage FTE: _____

Days: _____

Prep. Time: _____

B. Commitment to working as a team

Planning: _____

Assessment: _____

Reporting Plan: _____

Student Inclusive Conferences: _____

C. Communication

Staff Meetings: _____

School Events: _____

Supervision: _____

D. Non-Instructional Days

E. Other

F. As per the Job Share Guidelines and as agreed, this job belongs to:



Teacher's Signature

Date: _____



Teacher's Signature

Date: _____