

Part Time Employment and Job Sharing

The board of trustees, in its desire to maintain the best possible teaching and learning environment for the students enrolled in this district, believes that a significant contribution can be made by teachers wishing to job-share, on a part-time basis. To this end, the board may employ a teacher on a continuing part-time job-sharing basis if such part-time status meets the needs of the district.

Requests for continuing part-time job-sharing employment shall be considered as follows:

**APPROVAL PROCESS**

1. Job sharing status will be reviewed and approved or denied on an annual basis.
2. Requests to job share for the upcoming school year must be made in writing to the superintendent no later than March 31. A teacher granted continuing part-time job-sharing status must inform the superintendent no later than March 31 of his/her intent regarding employment at the beginning of the next school year. Preference will be given to those applications which will enhance the learning situation.
3. Arrangements for continuing part-time employment will be made by May 15 or as soon thereafter as possible by the superintendent and the building principal. If the result of the organization review of the school does not permit a continuing part-time job-sharing assignment the staff member will be requested to apply for continuing full-time appointment or transfer to a continuing part-time position at another school.
4. Teachers who job share shall have all benefits and salary prorated in relation to a full-time equivalent position. In the event a teacher works less than 20 hours a week, no benefits will be offered.
5. Preference will be given to applicants on the basis of years of employment with this school district.

**EXPECTATIONS**

Teachers accepting continuing part-time employment shall be expected, as are all other teachers, to:

- (a) Participate in appropriate professional development programs as necessary to maintain certification;
- (b) Attend staff meetings required for the normal operation of the school;
- (c) Be available for parent and/or student conferences as required;
- (d) Attend school functions as required by the principal;
- (e) Fulfill other duties and responsibilities on a job-sharing basis;
- (f) Assume full-time continuing duty should suitable part-time placement not be available.

Policy History:

Adopted on: August 10, 2009

Revised on: April 19, 2010