

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 certificated employees wishing to job share. To this end, the board may employ a teacher on a continuing job sharing basis if such status meets the needs of the district. Participation in the job share program shall be limited to certificated staff, excluding administration, subject to the approval of the Superintendent.

Job shared teaching positions established for curricular demands and/or circumstances may be established by the Board of Trustees.

APPROVAL PROCESS

1. Annually a written proposal must be submitted to the school principal by the affected certificated employees. Contingent upon the approval of the principal, the proposal will be submitted to the Superintendent for approval. A job share position may be discontinued if filling part of the shared position poses an extreme hardship to the district.
2. Requests to job share for the upcoming school year must be made in writing to the Superintendent no later than March 1. The request will include the following components:
 - A. The instructional design of the program.
 - B. The specific work site of the shared assignment.
 - C. Individual work calendars showing the specific days and times a participant will work for the entire year.
 - D. Designated times for participants to meet with each other, fellow teachers, administration, or with employees (e.g., support staff) to confer about student progress, to diagnose student needs, and establish working relationships.
 - E. Attendance at school, district and committee meetings.
 - F. A plan for parent-teacher conferences and completion of written pupil progress reports.
 - G. A rationale regarding benefits to the educational program for students.

- H. Provisions for communicating with parents and appropriate school personnel.
- I. Provisions for allocation of the district benefit package between the two job share employees.
- J. Provision for possible reduction of job rights and “rehire” rights.

Should the Superintendent not approve a job sharing proposal, he will upon request provide written rationale to the employees as to why the proposal was denied. The decision of the Superintendent is final.

- 3. A teacher granted continuing 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.
- 4. Preference will be given to applicants on the basis of years of employment with this school district and to those applications which will enhance the learning situation.

EXPECTATIONS

It is understood that all employees participating will perform those duties and responsibilities routinely assigned to employees within a school or department which include and are not limited to the following:

- A. Both participants will assume full responsibility for the assignment, including responsibility for students. Parent/teacher conferences, parent nights, orientation days, and written pupil progress reports to parents will be joint responsibility of the shared assignment team. Variation will be at the discretion of the site principal.
- B. Attend faculty or team meetings as scheduled on the respective “on-duty days” and required inservice meetings, unless otherwise directed by the principal or the Superintendent. Responsibility for communication of information disseminated in a meeting rests with both employees.
- C. Non-teaching duties and responsibilities are to be shared proportionally between the participating employees.

SALARY

Each job sharing teacher’s salary will be prorated at the percentage that the participant’s assignment relates to a full-time assignment.

Each participant who works a full year in this program will receive one year of credit towards advancement on the salary schedule, provided he/she works 75% of the days specified in a full-

time teaching contract.

FRINGE BENEFITS

Health benefits, sick and personal leave, and PERSI contributions will be prorated at the percentage that the participants' proposal outlines. If the job share teacher elects to receive district-paid benefits, he/she will compensate the district, through payroll deductions, for that per cent of the benefits premiums to which he/she is not entitled. Under no circumstances will the total benefit cost to the District exceed that of a full-time teacher serving in the same assignment.

PERSI CONTRIBUTIONS

Employees will contribute to the Public Employees Retirement System of Idaho and will receive credit for service toward retirement in accordance with PERSI guidelines. The District will continue its contributions on a prorated basis.

DURATION OF CONTRACT PROGRAM

Each job share agreement is for a period of one year, at which time it can be re-established through the submission of an updated proposal and approval of the site principal and Superintendent.

Arrangements for continuing job sharing employment will be made by March 1 or as soon thereafter as possible by the superintendent and the building principal.

If the result of an organization review of the school does not permit a continuing job sharing assignment, the staff member will be requested to apply for continuing full-time appointment or transfer to a continuing job sharing position at another school.

SUBSTITUTING

When one member of a shared assignment team is absent for illness or other paid leave, the remaining team member is encouraged to take over full-time for the period of absence, subject to the provisions of the paragraph below.

Changes in the individual work calendar days to cover such absences will be approved by the principal and limited to five (5) days for each member of the team. Absences in excess of five (5) days will require a substitute provided by the district.

CONTRACT STATUS

Shared contract status will not constitute a break in service. Job sharing teachers will progress toward renewable contract and seniority in their portions in proportion to their percentage of service for a full -time teaching contract.

RETURN TO FULL-TIME POSITION

Full-time employees opting for reduction in time may, at their option, return to full-time employment the following year if a vacancy for which they are qualified exists. Such employees will, otherwise, be offered the first vacant position for which they are qualified. The District and the employee may agree on a definite return date as part of the part-time and shared contract agreement.

Employees intending to return to full-time status for the next school year must notify the District of their intent to do so by March 1 of the year that they wish to return to full-time status.

Employees participating in the program who have not had full-time employment status with the District may apply for full-time employment. The District is under no obligation to honor their request.

GENERAL PROVISIONS

If one member of a shared assignment team is unable to fulfill the requirements of a shared assignment for the remainder of the year, the other participant will be offered a full-time position. Should the team member elect not to accept the offer, the District will fill the vacated position in accordance with prevailing practices.

As these agreements are only one year agreements and if one person chooses not to return to the job share agreement after one year, the person choosing to remain in a job share must present a new proposal with a new teacher to the principal and Superintendent by March 1 of the preceding contract year.



LEGAL REFERENCE:

Idaho Code Section 33-506(1)

FIRST READING: September 9, 2002

ADOPTED: October 14, 2002