



The Board supports the concept of two teachers sharing an instructional position provided that, at the sole discretion of the Superintendent/CEO, the position is suitable for sharing.

A shared position is defined as a position in which responsibility for the academic, social, physical and emotional needs of a class is shared by two staff members working in harmony and concert.

When a job share position is considered, the following shall apply:

- An acceptable job-share proposal must, firstly, address the needs of the students and the school, and secondly, the needs of the individual teachers.
- Not more than two persons shall share any position. Together, the two parties shall be responsible for preparing and presenting the proposal for job sharing to the principal on or before March 31<sup>st</sup> of the preceding school year.
- The proposal should articulate the position of the partners regarding coverage for each other during short-term illness or maternity/parental leave situations.

NOTES:

- If one of the job-share partners must leave his/her position during the course of the year, and if a suitable part-time replacement cannot be found, the remaining job sharer shall assume the complete duties of that position for the remainder of that year or until a suitable replacement can be found.
- When a job sharer substitutes for a partner, the teacher who substitutes will receive substitute teacher rate of pay unless arrangements have been made between the partners.
- All policies and clauses of the Collective Agreement with the exception of Article 13: Part Time Teachers B), C) and D) apply to Job-Share partners as they would any part-time teacher.
  - NOTE: If lay-offs become necessary, personnel assigned to job sharing will be subject to lay-off in accordance with the same rules as apply to teachers in non-job-sharing assignments.
- The Superintendent/CEO and/or his delegate will have the sole discretion in approving job-share proposals. Job-share situations are to be re-evaluated yearly and discontinued at the sole discretion of the Superintendent/CEO, if required – normally at the end of a term or whenever it is deemed to be in the best interests of the students or the school division.
- Personnel who wish to return to their teaching positions (as per their Teacher – General contract) at the beginning of the fall term must notify the Superintendent/CEO, in writing, by March 1<sup>st</sup>.

Persons making a job-share proposal must thoroughly address the following:

- Teachers must have an initial meeting with the principal to discuss the potential of a shared position. Any concerns about job-sharing relating to the school, the class, the grade, timetable, professional development and time should be discussed at this meeting.
- Teachers should then work together to draft a comprehensive written plan or proposal for job-sharing, giving consideration to the following:



A compatible methodological and philosophical approach to each of the following classroom matters:

- Needs of all students, including:
- Identification of special needs students and their educational, emotional and/or physical needs.
- Process for sharing and construction of I.E.P.'s
- Classroom management techniques/rules and consequences.
- Class routines.
- Support of common expectations/standards in areas such as:
- Curriculum,
- Student behavior,
- Reporting, etc.
- Classroom organization including the manner of sharing responsibility for curriculum delivery.
- Timetables/ordering/register/field trips/other paperwork.
- Communication between partners, with administration and with parents.
- Evaluation of and long range plans for students.
- Scheduling: Teacher attendance, extracurricular activities, meeting attendance, school duty assignments, professional development activities, parent/teacher conferences, etc.

If the principal supports the written proposal, the principal shall forward it the Superintendent/CEO and/or his delegate for approval.