



## **JOB SHARE PROPOSAL Cover Page**

(Please attach this cover page to your job share proposal)

### Partner (A)

Name: Click here to enter text.

School: Click here to enter text.

Home Phone: Click here to enter text.

FTE %: Click here to enter text.

### Partner (B)

Name: Click here to enter text.

School: Click here to enter text.

Home Phone: Click here to enter text.

FTE %: Click here to enter text.

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

**Job shares are part time positions and as such are subject to annual review and request for assignment. 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 Partnership**

Principals will meet with current job share partners prior to February 28<sup>th</sup> to review the partnership

#### **Where there is no substantive change**

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 previous Job Share Proposal, endorse the continuation of the partnership in the school and forward the package to Human Resources at the District Administration Office **no later than March 31<sup>st</sup>**.

#### **Where there is substantive change**

The team will resubmit the Job Share Proposal with changes to the Principal prior to February 28<sup>th</sup>. The changes must have the agreement of the Principal and the proposal must be submitted to Human Resources **no later than March 31<sup>st</sup>**.

#### **Where the Principal has concerns about the existing Job Share**

The Principal will outline his/her concerns to the team and request a new proposal to address those concerns. The new proposal is then forwarded to Human Resources at the District Administration Office **no later than March 31<sup>st</sup>** with the statement from the Principal that this is a continuing partnership.

#### **Should the team be unable to continue for any other reason**

The Principal may decline to have the partnership continue. In such a circumstance the partners may choose to submit a proposal **no later than March 31<sup>st</sup>** as a new partnership with the understanding that they must apply to posted positions.

### **New Partnership**

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 at the District Administration Office **no later than March 31<sup>st</sup>**.

### **Administrator's Comment**

If approved by the district:

1. ☐a. This existing team would continue at this school in the coming school year given the availability of staffing allocation.
- ☐b. This existing team would be unable to continue at this school in the coming school year (please explain why).
2. ☐a. This new partnership would share an existing position given the availability of staffing allocation.
- ☐b. This new partnership would be seeking a posted position.

### **Additional Comments:**

Click here to enter text.

### **Administrator's Signature:**

Click here to enter text.

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**School:** Click here to enter text.



## GUIDELINES AND CRITERIA FOR JOB-SHARE PARTNERSHIPS

In keeping with the provision in the Collective Agreement regarding job sharing, **all continuing contract teachers who wish to be considered for a job sharing assignment must apply in writing.** All applications will be reviewed in light of the established criteria and the applicants will be notified prior to the first year-end posting if the proposed partnership is approved.

### GUIDELINES

1. Both partners must be continuing contract teachers in the district.
2. All job share proposals must be discussed with the school administrator prior to submitting to Human Resources.
3. Applications **must** be received in writing in Human Resources by **March 31.**
4. Applications must address each of the criteria on which they will be reviewed and assessed. It is very important that job share partners discuss thoroughly all criteria listed below.
5. Both partners are equally responsible for direct, active involvement in all aspects of the teaching, learning, assessment and reporting processes.
6. If a proposed job share partnership is approved, there are no guarantees that the partners will find a position. In the event that an approved partnership is unable to find a position by the end of the second week in June, the members of the partnership must look for individual assignments for the coming year.

### HOW TO APPLY

The abiding criterion for approving job sharing arrangements is the educational suitability of the partnership and the probable effect which the partnership will have on program continuity for students. Applications must address the following criteria:

#### **1. Proposed Work Schedule**

State the proposed work schedule (e.g. percentage of time and days of the week to be taught or split year). Job share partners must thoroughly discuss the distribution of statutory holidays.

\*NOTE: Part-time and job-share teachers are expected to establish their work schedules at the beginning of the assignment in consultation with, and with the approval of, the school administrator. Once established, the schedules cannot be altered without administrative approval. Reasons for approved alterations include program considerations and short-term, emergent circumstances.



Enter your comments below:

[Click here to enter text.](#)

## **2. Proposed Organization of the Assignment**

- How will the instructional program be divided? (Who teaches what and when?)
- How does the team address the question of subject integration?
- How will this organization and schedule work to create the best learning situation for students?
- How will the team ensure that the minority time partner is perceived as an effective member of the team by the students and their parents? (as opposed to being perceived as a "replacement" who comes in once a week to relieve the "real" teacher)

Address these questions below:

[Click here to enter text.](#)

## **3. Nature and Compatibility of the Teaching Styles**

- Describe the teaching style of each partner and comment on why this partnership works to benefit of the students. (What is it about you that suggests you will make a good team?)
- What evidence of compatibility can be cited?
- Describe the team's approach to classroom management.

Address these questions below:

[Click here to enter text.](#)

## **4. Commitment to Joint Planning and Organizing**

- Describe how the team will create opportunities for joint planning and organizing:
  - a) How and when will the team prepare the long term plan and curriculum overview?
  - b) How and when will the team prepare the integrated short term or unit plans required for daily instruction?
  - c) With what frequency and how will the team members discuss issues around program and planning?

Address these questions below:

[Click here to enter text.](#)

## **5. Plan for Assessment, Evaluation and Reporting**

- How will assessment information be gathered and evaluated by the team?
- What is the process by which the team members will develop and communicate a common set of standards for student achievement?
- What process will be in place to prepare formal reports to parents?

- What is the plan in regard to informal reporting to parents? (i.e. parent-teacher interviews)

Address these questions below:

[Click here to enter text.](#)

## **6. Maintaining Staff / School Communication**

- How will the team ensure:
  - a) Both members are informed regarding the activities, concerns or information items of or about the staff, students and parents.
  - b) Both members have the opportunity for input on decisions made regarding the school, the students or the parents and
  - c) Information regarding the special needs of children is shared with the principal and the school-based resource team. (Has the team considered that there may be a need for some overlapping time in the school to address issues which require consultation with both members of the team?)

Address these questions below:

[Click here to enter text.](#)

## **7. Inservice and Professional Development**

- How will the team ensure that both members will remain current in regard to on-going school and district based inservice that is directly related to their classroom instruction on school wide programs?

Address this questions below:

[Click here to enter text.](#)

## **8. Benefit to Students**

- Describe how students will benefit from this partnership.

Enter your comments below:

[Click here to enter text.](#)