

ADOPTED: June 6, 1985

REVIEWED: October 6, 1988, November 21, 2002

JOB SHARING OPPORTUNITIES

The school system will consider job-sharing proposals from teachers who desire such an opportunity. Only the teachers involved may initiate such a proposal.

Administrative Implemental Procedures

- A. Job-sharing means that two teachers will actually share one full-time teaching position. However, the amount of time that each teacher devotes to the job is proposed by the partners.
- B. Job-sharing is distinct from part-time teaching where the position itself calls for less than a full-time teacher and the hours are not flexible.
- C. The salary each teacher receives will be proportionate to the time worked on the appropriate step of the salary scale. Pay for workshop days will be proportionate to time worked. Benefits, credit for teaching experience, and tuition reimbursement will be proportionate to time worked. Decisions concerning supplemental positions, if any, will be made on an individual basis.
- D. Job-sharing employees shall receive salary step movement following the accumulation of the equivalency of one year of full-time service as defined by the contract between the Board of Directors and the Teachers Association.

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- E. Submitted proposals must include precise statements concerning:
1. The prior relationship of the partners (address compatibility of teachers: philosophy and style of teaching);
 2. The division of tasks between the partners (Who will cover committee assignments? How will parent teacher conferences be handled? Faculty meetings? In-service days?);
 3. Time scheduling;
 4. Provisions for communication between the partners;
 5. Provisions for communication between the partners and the rest of the staff;
 6. Benefits to pupils;
 7. Benefits to the partners; and
 8. Benefits to the school system.
- F. The teachers involved will submit their proposal to their principals(s).
- G. The principal(s) shall evaluate and forward the proposal to the Assistant Superintendent.
- H. The Assistant Superintendent shall evaluate and forward the proposal to the Superintendent. If the Superintendent makes a favorable recommendation, the

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proposal will be submitted to the Educational Policy/Program Committee for review before being presented to the Board.

- I. Proposals will be evaluated based upon the following criteria:
 1. Advantages and disadvantages to pupils;
 2. Advantages and disadvantages to the teachers involved;
 3. Advantages and disadvantages to the District;
 4. Estimated probability of success; and
 5. Other administrative concerns.

- J. The job-sharing plan specified above is an experimental project. As such, great flexibility will be maintained in the type of proposals approved and in the individual conditions attached to such approval. Every effort will be made to assure that all teachers involved are accorded equitable treatment in this project.