

Jordan School District JOB SHARING PROPOSAL

Only two certificated employees may share one (1) full-time position. At least one (1) of the certificated employees must have one or more years of successful teaching experience in Jordan School District. An applicant for a job sharing position who is not a current certificated employee of Jordan School District will be considered upon recommendation of the supervising principal, the Human Resources Department and the appropriate Administrator of Schools. Teachers desiring to job share will be required to find a qualified, certificated teacher with whom to share the position.

“Job Shares are approved for the current contract year only. Job share teachers do not have an expectation of continued employment.” DP351

Fill out this form completely. Incomplete forms will not be accepted.

Teacher’s Name	Current Assignment	Current Principal
Teacher’s Name	Current Assignment	Current Principal

Job Share Proposed for:

Contract Year:

School	Grade/Assignment	Principal
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Indicate scheduling and subject/curriculum plans by completing the following:

Teacher	A.M.		P.M.		Comments
	Subject/Curriculum	Time	Subject/Curriculum	Time	
Daily Teaching & Time Schedule					
Weekly Planning Schedule (day & time)					
Subject Area & Amount of Time Taught					
Minimum of 4 hours on-site contract.	Total Time A.M.		Total Time P.M.		

If a plan other than A.M./P.M. is proposed please describe below and/or adjust this form as necessary.

WRITTEN PLAN: A written plan must be presented to the principal by the licensed employee(s) desiring to job share. The plan must meet the needs of the individual students within the school's education program and be approved by both the principal and the appropriate Administrator of Schools.

If two (2) licensed employees from two (2) different schools propose a plan to job share at one of the schools, approval must be obtained from the principal where the job share will take place, the Administrator of Schools and a Human Resource Administrator.

PHILOSOPHY OF EDUCATION:

In order to assure that the student's education will continue with consistency, please present a shared philosophy of education.

PLANNING:

How will planning be accomplished to ensure high quality instruction and interventions?

DISCIPLINE:

How will you create consistency and safety with your shared discipline plan?

RECORD KEEPING:

How will you maintain accurate records?

GRADING:

How will you ensure grading continuity?

PARENT CONFERENCING:

How will you address parent contacts and conferencing? Parent conferences are to be attended by both teachers - one (1) night each occurrence.

AGREEMENT OF PHYSICAL FACILITIES:

How will you allocate physical resources i.e. teacher's desk, files, materials, equipment, bulletin boards, etc.?

ASSIGNMENT OF RESPONSIBILITIES:

How will you allocate responsibilities such as grade level teaming, PLC's, etc.?

YEAR-END REPORTS:

How will you manage and complete year-end reports?

By signing below I understand that: 1) I have read the Guidelines for Job Sharing, 2) understand that this is a year-to-year assignment for the contract year listed above, 3) to continue to job share I must resubmit a new proposal for consideration, 4) there is no expectation of continued employment in a succeeding year in the District, 5) that trade time is approved by the principal and may NOT be included within any other leave (medical or otherwise), 6) each job share teacher is required to fulfill ½ the duties and time of a full-time teacher, and 7) a special calendar must be submitted on or before May 15th. The administrator's signatures on this form denote approval for the Job Share. Final acceptance is contingent upon the principal's approval of the job share partner.

Teacher's Signature

Date

Teacher's Signature

Date

APPROVAL:

I accept this job share proposal and will implement it for the proposed school year. I also agree to monitor and evaluate the effectiveness of the job share.

Principal's Signature

Date

Administrator of Schools

Date

Human Resource Administrator

Date