**ARTICLE ~~XXII~~XXI**

**JOB SHARING**

**Section 1.**

For purposes of this Article "job sharing" shall refer to an arrangement in which two full-time permanent teachers share one teaching assignment with both teachers being on partial leave of absence without compensation. To be eligible, teachers must be permanent certificated employees of the District with at least one year of full-time successful teaching experience at the grade level in the job sharing arrangement.

**Section 2.**

Eligible teachers who wish to participate in job sharing must propose a job sharing arrangement to the District no later than ~~March 15th~~ the last Friday in February of the school year preceding the school year in which the job sharing arrangement is proposed to take place. Each proposal must be made by two eligible teachers. A job sharing arrangement shall be approved only for one (1) year, but may be renewed on an annual basis. No job sharing arrangement shall be implemented without the prior written approval of the principal and of the Superintendent.

**Section 3. Required Contents of Any Job Sharing Arrangement:**

A. Teachers shall work together on each non-teaching preparation days prior to the opening of school and the first week of teaching days to ensure a smooth opening. Each teacher shall work the same amount of time per year. Minor adjustments ~~will~~ may be made due to holidays, since they do not fall evenly throughout the year. In addition, ~~they~~ teachers will meet as needed to prepare progress reports and plan parent conferences.

1. Fringe benefits shall be pro-rated according to the amount of time worked. Each teacher shall receive a pro-rated amount of health, welfare and leave benefits. Contributions to the State Teachers Retirement System shall be proportionate to time served and salary earned.

C. Advancement on the salary schedule shall require two years in job sharing to advance one year whenever any teacher serves less than seventy-five percent (75%) of full-time. If the teacher does not work a second year, the teacher shall not receive advancement credit for job sharing unless the teacher served at least seventy-five (75%) of full-time.

D. In the event that one of the two teachers in a specific job sharing arrangement is unable to fulfill all requirements of the arrangement, the other teacher shall be returned to full-time status until an acceptable resolution is found and receives written approval of the principal and of the Superintendent.

E. I~~f one teacher is absent, the other may assume the responsibility of covering the class. The teacher shall be paid the regular substitute salary for the days taught.~~ One teacher may substitute for the other on a short term basis and shall be paid at the regular substitute salary for the days taught.

F. Both job sharing teachers shall work on all regularly scheduled non-teaching workdays.

G. Both job sharing teachers shall share the responsibility of contacting parents as needed and sharing the results of those contacts with teacher.

H. Staff meetings and in-service days shall be attended by the teacher who is scheduled to teach on that day. Both teachers shall be responsible for the information presented at staff meetings.

I. Both job sharing teachers shall be present for Back-to-School Night and Project Night/Open House.

J. The two teachers in a specific job sharing arrangement may, with principal approval, mutually agree to exchange regularly assigned times. Each pair of exchange times must be in the same pay period.