

# WAYNESVILLE R-VI SCHOOL DISTRICT

## **JOB SHARE PROGRAM Guidelines and Program Handbook**



**Approved April 18, 2005**

The Waynesville R-VI School District does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a Vietnam-era Veteran in admission/access to, or treatment/employment in its programs and activities.

Any persons having inquiries concerning compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or the assistant superintendent of human resources, (573) 774-6194 (Title IX, Title VI, and ADA), or the administrative assistant for special services, (573) 774-6407 (Section 504).

This handbook is governed by the Waynesville R-VI School Board Policies. Board policies amended or adopted from those stated in the handbook are immediately enforced.

Handbooks and Board policies may be viewed online at <http://waynesville.k12.mo.us>

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## **I. INTRODUCTION**

The Waynesville R-VI School District is committed to equal opportunities and the provision of practices that support work-life balance where it is reasonable and practical to do so. In order to facilitate this, the district may employ two people to voluntarily job share the duties and responsibilities of one full-time position. Both job share teachers take joint responsibility for the whole job, not just the duties undertaken individually. While all full-time certificated classroom positions are deemed to be potentially open to job sharing, the district reserves the right to ensure that operational needs will not be adversely affected and recognizes that job share arrangements may not always be practical or possible and the needs of the individual school and students must be taken into consideration.

## **II. DEFINITIONS**

Job share teacher – the teacher that initiates the job share request and holds position in the building  
Job share partner teacher – applies for partner position and is responsible for the dual role of teaching in the classroom

## **III. PURPOSE OF THE JOB SHARE PROGRAM**

The district recognizes that the option of job sharing offers a range of opportunities for certificated staff members who cannot or do not want to work full time. The following are reasons that a job share position may appeal to an employee:

1. Allows combining work with family responsibilities
2. Provides an option for employees nearing retirement
3. Allows for flexibility of lifestyle, study pursuits, and other personal experiences
4. Ensures maintenance of teacher practice and current professional development
5. Enables choices when a family health or disability situation impacts full-time employment
6. Provides options for those who chose to work part time
7. Provides for specific subject interests of teachers

## **IV. BENEFITS:**

A job share program provides many benefits to students, teachers, and the district, some of which are listed below:

### Students

1. Provides two instructors' educational talents and skills
2. Provides a variety of teaching styles and perspectives
3. Gains an early acceptance of multiple teachers as in the upper grades
4. Models teacher collaboration and cooperation to students

### Teachers

1. Elevates job satisfaction and workplace morale
2. Provides a family-friendly environment with flexible hours
3. Provides opportunities for collaboration, feedback, support, and learning from each other
4. Encourages pursuit of higher degrees, programs, and certifications

### District

1. Allows retention of quality teachers
2. Increases accountability of teachers
3. Reduces teacher burnout
4. Operates at no additional cost to district
5. Reduces need for substitutes in the instructional program
6. Provides flexibility in filling a variety of positions
7. Encourages staff members to pursue programs, degrees, or certification in areas of need for the district

## **V. ELIGIBILITY GUIDELINES**

In order to apply for a job share position, the following eligibility guidelines have been established for the job share teacher:

1. The teacher must be employed in the district prior to submitting a job share application
2. The teacher must be properly certified in the area of the requested assignment
3. The teacher must maintain proper certification for the requested assignment
4. The teacher must have received effective ratings on all elements of their most recent evaluation
5. The teacher must demonstrate the ability to manage communication, cooperative planning, and duties with a partner teacher
6. The teacher must demonstrate the ability to work effectively and communicate with a partner on a regular basis which will involve a commitment to significant time outside the formal teaching time
7. The teacher must demonstrate the ability to work complementary with a partner in designing a job share classroom (i.e., educational philosophy, discipline, work habits, sharing space, etc.)
8. The teacher must possess a reasonable expectation, motivation, and desire to job share

## **VI. APPLICATION FORM**

A copy of the job share application form is included in the appendix. Additional information regarding the submission of a job share request follows:

1. Initial and continuation job share request applications for the next school year must be submitted through the principal to the assistant superintendent for human resources by February 1 of the current school year
2. A letter of recommendation for the initial or continuation of the job share request from the building principal must accompany the application

## **VII. INTERVIEW PROCESS**

The interview process will be an integral part of selecting an appropriate teacher team for the classroom. The following procedures will be used:

1. Job share positions will be posted and will include a phrase such as “this position is open to job share”
2. Candidates will be interviewed by the principal of the building where the job share will occur, as well as the assistant superintendent of human resources, and the job share teacher
3. The principal, in consultation with the assistant superintendent for human resources, will be responsible for selecting the final candidates for a job sharing position based on specific criteria

## **VIII. EMPLOYMENT INFORMATION**

The following employment information is important for any teacher considering a job share:

1. Job share information is available through the Human Resources Office when a position becomes vacant, or when a request to job share is submitted
2. Job share of duties, work hours, etc. will be designed equitably and mutually agreed upon by the building principal and the job share partners
3. Job share will be on a 50/50 pro-rata basis including contract length, salary, service credit in both the retirement system and district, insurance benefits, and leave accrual
4. Job share participants are not permitted to participate in Career Ladder
5. Job share positions may be conditional upon finding a suitable job share partner by June 1 prior to the school year in which the job share is to take place

## **IX. JOB DESCRIPTION AND TEACHER EXPECTATIONS**

The success of a job sharing arrangement lies in sound planning and policy, good management and commitment from both job share partners, and management to make the arrangements work. In addition to the performance responsibilities on the teacher job description, the following teacher expectations will be required for job share partners:

1. The teacher will ensure that adequate communication occurs between the two participating teachers, with parents/guardians, students, principal, and other staff members

2. The teacher will jointly conduct all required parent/teacher conferences in October
3. The teacher will cooperatively complete all students' records and end-of-the-year reports
4. The teacher will attend open houses and other school functions as assigned by principal
5. The teacher will design a classroom program utilizing a Planning Step Sheet for discussions
6. The teacher will request prior approval from the principal before altering the classroom job share plan
7. The teacher will be required to attend all staff development, curriculum development, staff meetings, etc. as assigned by the building principal

#### **X. JOB SHARE POSITION CONTINUATION**

Job share positions are approved on annual basis. Following are the processes to continue or discontinue a job share position:

1. Job share positions are approved for one school year only but open to renewal each year
2. Job share partners must submit a continuation request to the Human Resources Office through the building principal for the next school year by February 1 of the current school year
3. A job share teacher that does not wish to continue a job share assignment for the ensuing school year should submit a letter of resignation from job sharing to the Human Resources Office
4. Job share partners that desire to jointly discontinue the program at the end of the school year and want to return to full-time teaching, should submit a letter of request to the Human Resources Office. The teacher who initially requested the job share owns the eliminated job share position
5. When a job share is jointly discontinued at the conclusion of a school year, the job share partner will be considered for full-time positions in the district through the interview process
6. A job share partner resigning during the school year will initiate the following considerations for the remaining partner to continue: 1) an assessment of the needs of the school will be ascertained; 2) the vacant half of the position will be posted; 3) determine if the remaining workload can be undertaken in some other way (i.e., long-term substitute); 4) the remaining partner will voluntarily terminate the job share contract and assume the full contract in the event that a suitable job share partner cannot be found; 5) in the event that the remaining partner does not want to and cannot assume the full contract, a letter of resignation from the district should be submitted to the Human Resources Office

#### **XI. JOB SHARE PROGRAM ASSESSMENT**

Assessment is an important tool in the success of any program. Assessment of the job share program may include but not be limited to the following:

1. Teacher evaluations maintained or exceeding the expected level from the building principal
2. Recommendation from building principal to initiate or continue job share

