

## **Job Share Policy**

Job sharing involves two **Charter School** employed teachers who wish to reduce their full-time status by sharing one full-time assignment. Job sharing is different from team teaching, which requires both teachers to be on the job full-time. Job sharing is also distinct from part-time teaching where a position calls for less than a full-time teacher and the hours are not flexible.

The **Charter Board** shall only allow job-sharing situations that do not have a negative impact on the educational experiences of students. Job sharing should also result in benefits to the staff members involved.

Job sharing provides students the opportunity to benefit from the strengths of two teachers and provides participants with career flexibility and fulfillment of their personal and professional needs.

**Lake George Charter School** believes that the **Charter School** as well as students and teachers can benefit by job sharing. These job sharing assignments enhance work incentives for participating teachers and, at the same time, demonstrate **Charter School** commitment to personal and professional growth. Job sharing also benefits those teachers, who wish to spend more time in the role of parent or student, but do not wish to leave teaching totally.

### REQUIREMENTS AND CONDITIONS

1. Teachers interested in the job sharing program must find their own partner already employed in the **Charter School**.
2. All teachers involved in the job-sharing program must be qualified by certification and endorsement for the shared position.
3. All policies, agreements, and regulations shall apply to job sharing assignments.
4. Job sharers must make arrangements for their attendance at staff meeting and student staffing with the **administrator**. They will be expected to attend all in-service days, staff curriculum days, parent teacher conferences, teacher work days, and other activities in which a full-time teacher would normally participate as directed by the **administrator**.
5. Job sharing assignments shall be granted annually at the Board's discretion to teachers requesting such assignments. Requests for extensions of job sharing assignments may be made by the participants to the **administrator**.
6. Participants shall be placed on the salary schedule appropriately according to applicable **Charter School** policies and procedures. Compensation will be prorated in the assignment percentage.

7. Teachers working in job sharing positions shall receive a prorated amount of health and leave benefits. Contributions to PERA will be proportionate to the salary earned and PERA requirements.

### JOB SHARING IN PROFESSIONAL STAFF POSITIONS

Guidelines for requesting job sharing positions:

1. One of the teachers requesting job sharing must be in a position in which job sharing may be considered. Such things as building program, community perception, staff acceptance must be taken into consideration.
2. There must be two teacher candidates who are willing to job share, are compatible and aware of the unique cooperative nature of pairing.
3. It is within the **administrator's** authority to decide if sharing may occur in his/her unit.

### METHOD OF APPLYING FOR JOB SHARE REQUESTS

1. The staff that wishes to apply for job sharing must work cooperatively with the building **administrator** in drafting the proposal.
2. Submitted proposals must include precise statements using the following headings:
  - A. The relationships of the partners
    - How long have the partners known each other?
    - How long have the partners worked together?
    - Why do you think they would work well together?
    - How do their educational philosophies and methods interface with each other?
  - B. The division of tasks between the partners.
  - C. How will your proposal affect the building instructional program?
  - D. What students reaction do you expect?
  - E. What parent reaction do you expect?
  - F. Time scheduling.
  - G. Provisions for communication between the partners.
  - H. Provisions for communication between the partners, the rest of the staff, parents, and students.
  - I. Benefits to students.
  - J. Benefits to the partners.
  - K. Benefits to the school system.
3. The job sharers voluntarily agree to this plan and understand that participation in this plan may alter the status and rights they would otherwise enjoy as employees of the **Charter School** and in consideration of the opportunity to participate in the job sharing plan, each expressly accepts the terms and conditions of the plan and waives any other status and rights he/she would have had he/she not elected to participate in this plan.

4. The teachers shall submit the proposal to the **administrator** for his/her consideration by March 20.
5. The **administrator** may give written approval or disapproval of the proposal no later than March 30. The **administrator** will then submit his/her recommendation on the proposal to the Board by the April board meeting.
6. All proposals shall be evaluated by the **administrator** applying but not limited to the following criteria:
  - A. Analysis of statements made in section 4.
  - B. Advantages and disadvantages to student.
  - C. Advantages and disadvantages to the teachers involved.
  - D. Advantages and disadvantages to the school system.
  - E. Estimated probability of success.
7. All job-sharing applicants who have their plans initially approved by the **administrator** will be advised of the disposition of the application by April 15.
8. Salary adjustment will be completely prorated on the assignment percentage.
9. Job sharers will agree to substitute for each other when a substitute cannot be found.
10. If the job sharer wishes to increase from part-time to full-time, such increase will depend solely upon the staffing needs of the **Charter School** and the qualifications of the job sharer. In the event, the job sharer requests to return to all-time teaching assignment, the **Charter School** will grant such a request on a voluntary transfer basis before hiring personnel outside the **Charter School**.
11. Evaluation of the job sharer will be the responsibility of the **administrator**. Evaluation of the overall program will be the responsibility of the **Charter School**. Teachers who are involved in job sharing will be evaluated according to the **Charter School** evaluation process. Any pairing situation will be evaluated on the basis of its effectiveness for both students and the pair of teachers. If the pairing is judged unsuccessful, an effort will be made to rectify the situation and if necessary, change assignment as soon as reasonably possible. Should the **administrator** determine it to be necessary, any given plan may be canceled at any time by the **administrator** or his/her designee. Prior to such cancellation, the job sharers shall be advised of the reasons for the cancellation and be given an opportunity to express their views on the cancellation.

CROSS REF.: GCBA, Instructional Staff Contracts/Compensation/Salary Schedules  
GCBD, Professional Staff Fringe Benefits

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Lake George Charter School