

GCGC—Job Sharing in Professional Staff Positions

Purpose

The Board of Education recognizes that one of the most important aspects of the education process is the relationship that teachers have with students. The Board also recognizes that there are times when a very efficient, professional teacher may have circumstances where it would be beneficial for him/her to work part time. Therefore, the Board will allow two licensed individuals to share one position or for an individual to be hired on a part-time basis (half-time or more).

Alignment to Strategic Plan

Although job sharing or part-time assignments (half-time or more) may provide a positive alternative in the school staffing pattern, the needs of students within the school's educational program will be of primary concern. Consequently, job share or part-time assignments (half-time or more) must be compatible with the Board's philosophy, goals, and strategic plan.

Guidelines for Implementation

Only two licensed employees may share one (1) full-time position. At least one (1) of the licensed employees must have one or more years of successful teaching experience in School. Teachers desiring to job share will be required to find a qualified, licensed teacher with whom to share the position. Each job sharing licensed employee will be required to work half of the time of a regular teaching contract.

Job sharing is only approved for a single contract year. An annual written plan must be presented to the Administrator by the licensed employees desiring to job share. The plan must meet the needs of the individual students within the school's educational program. After the fourth continuous year in a job share, a simplified written plan shall be submitted to the Administrator for approval.

Licensed employees in a job sharing position may trade working time with their partner or may substitute for each other at current, part-time substitute wages. In the event that one licensed employee resigns, the other licensed employee will assume the full job responsibility until a replacement can be hired. Such a licensed employee will receive the full-time contract rate during the interim.

Hours of work that job share employees are required to spend on assignments such as parent-teacher conferences, committee work, faculty meetings, etc., shall be prorated by the percentage of a full-time contract.

Movement on the salary schedule will be according to policy and representative of actual time work. A part-time, job-sharing employee who completes a full school year will receive one half annual step credit on the salary schedule.

Job sharing licensed employees will be subject to the same District policies, procedures, and assignments as any other licensed employee.