



**JOB SHARE PROGRAM  
SCHOOL YEAR 2018-2019**

NEW

RENEWAL

Please return Job Share Agreement, Health & Benefits form to: Human Resources Services Division  
Eugene Brucker Ed. Center Room 1241.

**JOB SHARE AGREEMENT  
NAMES OF PARTICIPANTS**

| <b>REQUIRED Partner A</b>                      | <b>REQUIRED Partner B</b>                      |
|--|--|
| <i>Initial One</i>                             | <i>Initial One</i>                             |
| Job Share _____ Reduced Workload _____         | Job Share _____ Reduced Workload _____         |
| Partner A _____                                | Partner B _____                                |
| Employee ID # _____                            | Employee ID # _____                            |
| Present site location and assignment:<br>_____ | Present site location and assignment:<br>_____ |
| Daytime Phone: _____                           | Daytime Phone: _____                           |
| Home Address: _____<br>_____                   | Home Address: _____<br>_____                   |
| Email Address: _____                           | Email Address: _____                           |
| <b>INSTRUCTIONAL SCHEDULE FOR 2016-17</b>      | <b>INSTRUCTIONAL SCHEDULE FOR 2016-17</b>      |
| School and Assignment Percentage (%):<br>_____ | School and Assignment Percentage (%):<br>_____ |
| Grade Level/Assignment Program:<br>_____       | Grade Level/Assignment Program:<br>_____       |

**OUTLINE OF RESPONSIBILITIES**

According to Article 21.2.3: A written plan for a job sharing assignment shall be presented to the site administrator for approval by May 1 of each school year and referred to the appropriate administrator(s) and then to the Human Resource Services Division for final approval. In extenuating circumstances, the May 1 deadline may be exceeded. (See also Appendix J.)

Please provide a written plan that addresses who will be responsible for filling the following requirements:

\_\_\_\_\_

\_\_\_\_\_

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Administrative Circular 7342:

- Pupil program reporting/grading
- Parental contacts/communications
- Planning and preparations
- Scheduling and grouping
- Performance of responsibilities such as yard duty, supervision of aides, open house and PTA functions
- Departmental/grade-level meetings
- Faculty meetings
- Extracurricular duties
- Intended work schedule for the school year (including calendars to show that both participants will work the required days)
- Method of covering short-term absences of a job-sharing partner

I acknowledge that upon termination of the job share assignment, the participant with the required credential and greater district seniority will have the right of assignment to the budgeted position. This right may be waived if both partners stipulate to the waiver in their original job share agreement. The other participant will not have a right of seniority over other teachers who are regularly assigned to the cost center.

**Both job share partners must initial on the same line.**

**When there are two job share partners and one partner is coming from another site or program they agree that the right of assignment to the positions will be:**

\_\_\_\_/\_\_\_\_      **As stipulated in the above paragraph**  
\_\_\_\_/\_\_\_\_      **Partner A**  
\_\_\_\_/\_\_\_\_      **Partner B**

I agree to the requirements of the program as outlined above and as described in Administrative Procedure 7342. Sign below only if you are a job share participant. **Reduced workload participant should not sign.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Partner A**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Partner B**

- Approved**
- Disapprove**

\_\_\_\_\_  
**Principal/Administrator Signature**

HR USE ONLY

- Approved
- Disapprove

\_\_\_\_\_  
**Human Resources Officer Signature**

**Human Resources** \_\_\_\_\_