

## HURON SCHOOL DISTRICT - Job Share Proposal PROFESSIONAL STAFF WORKLOAD

Job Sharing may be proposed by two (2) continuing contract teachers. The sharing of one (1) teaching position by two (2) teachers may be approved at the sole discretion of the superintendent if such sharing has been agreed to in writing by the teachers. Teachers who are sharing a position shall be granted the same rights and privileges as other part-time teachers. Salary and benefits shall be paid in proportion to time taught; however, each teacher will be granted one year of experience for career advancement. Job share proposals shall be reviewed and signed by the principal or direct supervisor, prior to the teacher submitting such proposal to the superintendent. Proposals shall be submitted annually by April 1. The administration will make every effort to process these requests as quickly as possible.

Should a member of the sharing team leave during the school year, the other team member would assume the full position. If the district or teachers wish to dissolve the job share, the teachers may apply for any available positions in the district.

1. Applicant(s) \_\_\_\_\_  
Current Assignment(s) \_\_\_\_\_
  
2. Is this proposal new \_\_\_\_\_, Or a renewal \_\_\_\_\_
  
3. School \_\_\_\_\_
  
4. Position to be shared \_\_\_\_\_
  
5. Briefly describe how you intend to share the job.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. State specifically when you will have a common planning time.  
\_\_\_\_\_  
\_\_\_\_\_
  
7. You are each responsible for all information from faculty meetings and inservice. How will you handle those?  
\_\_\_\_\_  
\_\_\_\_\_
  
8. How each of you will communicate special needs of the day to your job share partner is important. Please describe how you will do this.  
\_\_\_\_\_  
\_\_\_\_\_

9. What will be your daily program for students?

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10. How will you accomplish the writing of lesson plans?

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11. How will you each participate in, and carry out, record keeping?

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12. How will you each handle an absence by your partner? A regular substitute? \_\_\_\_\_

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13. How will you handle parent-teacher conferences:

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We understand that together we will not receive extra pay for parent-teacher conferences, in-service, etc. Further, we understand that the district is not able to guarantee equal planning time, due to district needs. We propose the distribution of 1.0 FTE position to be divided as we have stipulated.