

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: GCAA</p>
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JOB SHARING

A. Principles

1. The Board supports the idea of job sharing between two tenured teachers as a means of creating more job opportunities in a period of declining enrolment.
2. Job sharing is available to full-time teachers with four (4) continuous years' experience or more in Kelsey School Division. Job sharing will not incur loss of tenure.
3. Two teachers sharing the equivalent of a full-time position must be in the same school; (ie. one teacher assigned to morning, the other to afternoon, or alternate days, or one for the first semester and one for the second semester).
4. Each application for job sharing shall be submitted to the Superintendent, who shall have sole discretion as to which applications and how many will be approved each year.
5. Teachers taking job sharing assignments and wanting to return to full time positions shall advise the Superintendent two years prior to September 1 of the year they wish to return to full time teaching.
6. Before a job sharing position is assigned, the impact on students and the school's programs shall be considered. No job sharing position shall occur in Primary 1 or 2.
7. The administration shall have full right and responsibility to terminate any job sharing program that, in the opinion of the administration is deemed detrimental to the education of students for reasons they may deem appropriate.
8. All applications for job sharing shall be submitted by March 31.
9. Not more than two persons shall share any position and suitability of the shared position shall be reviewed annually by the Superintendent.
10. A detailed plan for the job sharing position shall be submitted to the Superintendent along with the application and be subject to approval by the Superintendent.
11. The Board of Trustees has the exclusive right as they may deem advisable to limit the number of job sharing positions.
12. Should one member of a job sharing position resign, a replacement deemed suitable and acceptable to the Division Superintendent may be sought.

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13. All job sharing positions may or may not be as per submitted request, and the final job sharing members shall be determined by the Superintendent.
14. Applicants for a shared position must make appropriate arrangements for the collaborative education of their students to the satisfaction of the Superintendent.

B. Job Sharing Guidelines

The expectations of the job sharing teachers are not different from those of full time teachers and fall under the following categories:

1. Workload

A “fairshare” shall be determined by agreement between the principal and the job sharing teachers. The workload of all teachers entails more than specific classroom assignments. Job sharing teachers will be expected to participate in their share of all school activities in which a teacher normally would participate.

- a) Time Slots: Assignment to specific time slots cannot be guaranteed from year-to-year in fairness to other job sharing and full time teachers and ease of timetabling.
Consideration may be given to grade assignment and the teacher's course or subject preferences, as far as is possible, keeping in mind full time teachers and the master timetable. Assigned extra curricular duties should be proportionate to the teacher's workload.
- b) Program Continuity: The onus is on the job sharing teacher to be available for consultation between two job sharing teachers to ensure a coordinated program - planning, program evaluation, and student evaluation.

2. Overall Considerations

- a) There shall be a good rapport between the two individuals considering a "shared" position. This is especially important at the early and middle years levels.
- b) Prior to such an arrangement, a discussion of educational philosophy and behaviour modification techniques is important.
- c) An equitable division of curriculum and of preparation time shall be discussed, along with an examination of the scheduling possibilities.
- d) There shall be mutual sharing of duties and extra curricular commitments.
- e) Both teachers shall attend all staff meetings.

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- f) Both teachers shall attend all inservices on a shared basis.
- g) The guidelines for part time staff will apply to all job sharing teachers.

3. Communication

Close contact between the teachers is important. Information about student problems and progress can be shared in the following ways:

- a) A weekly meeting over the lunch hour to discuss students, student progress, classroom concerns, etc.
- b) Anecdotal reports on a daily basis where necessary.
- c) Messages regarding all parent/teacher communication dated and filed in the classroom student folder.
- d) Daybooks available at all times (student assignments and grades).
- e) A cooperative checklist on the completion of daily assignments, corrections, etc.
- f) Both teachers to be present for parent/teacher interviews.
- g) A discussion of all student reports prior to their being sent home, and collaboration in the area of student development.

4. Classroom Setup

The following must be considered prior to the beginning of the school year.

- a) Plan the physical arrangement of the classroom.
- b) Discuss and agree upon a set of classroom routines and preferred management techniques.
- c) Outline the textbook order and student supply list.
- d) Discuss a rationale for field trips and outline criteria.
- e) Timetabling.
- f) Long range planning of skills, trips, and instructional units.