

**BURLINGTON SCHOOL DISTRICT
D 19: PROFESSIONAL STAFF JOB SHARING**

Former Policy GCGC

STATEMENT OF PHILOSOPHY

The Burlington Board of School Commissioners is receptive to considering recommendations from the superintendent for two teachers to share the responsibilities of one full time teaching assignment. No empirical data is available that documents the effect teacher job sharing has on student learning. Each proposal for job-sharing will be considered on a case by case basis.

PROCEDURES:

1. Teachers who wish to job-share must submit a proposal to the principal in order to be considered for a job-share arrangement. Requests for consideration of an initial proposal will be submitted by January 15th of the year preceding school year for the proposed job-share.
2. The job-share proposals will include, but not be limited to: a.) reasons for the proposal; b.) implementation of effective instruction in a job-share arrangement; c.) internal and external communication strategies; d.) assessment and evaluation plans; e.) agreement of both teachers to participate in district in-service and professional development; and f.) a schedule for joint planning and attendance at faculty meetings.
3. Job-sharing will require exceptional teaching skills, extra work, and extra communication. Principals will provide ongoing supervision to insure effective instruction and communication. Teachers who are on focused assistance or on probation will not be eligible to job-share.
4. After receipt of the job-share proposal, the principal will meet with the originating teacher(s) to determine if the job-share is educationally valid and will recommend only educationally sound proposals to the superintendent for consideration.
5. Job-share proposals that are recommended to the superintendent for consideration must be forwarded by February 15th for review, decision and recommendation to the board for approval.
6. Job-sharing decisions will include consideration of a supervisory ratio that is manageable for effective supervision and evaluation of staff.
7. Only one job-share per grade level will be allowed. This will allow parents a choice in having their child placed in a classroom or program where teachers share the job.

8. Multi-age job-share will represent a job-share for each grade level within the multi-age configuration. This will allow parents a choice in having their child placed in a multi-age classroom where teachers share the job.
9. No job share will cost the board more than is budgeted for the originating teacher. Benefits will be prorated for the teachers based on the ratio of the job share.
10. To ensure a successful program for students, teachers who job-share will survey parents and students each quarter during the pilot year and semiannually for each continuing year of a job-share. Parents and students will be surveyed regarding the success of the program with special attention given to consistency of expectations and instruction, attention to meeting the learning needs of students, and adequacy of communication. The surveys will be developed by the teachers and principal and approved by the superintendent.
11. The first year of any job share will be a pilot year and teachers who share a position will be given limited teaching contracts. The originating teacher(s) who qualify can request a leave from his/her (their) permanent position(s) to allow for a pilot job-share. An unsuccessful job-share will not be continued.
12. In situations where a teacher would need to be selected for a job-share with an originating teacher, special attention would be given to selecting a person that would be a good match for sharing the classroom or program. Final decisions for the selection would rest with the principal and superintendent and will include input from the originating teacher. A job-share would not be approved unless and until a good match is selected.
13. Job-shares may be continued after the pilot year if: a.) continuation is requested by the teacher(s) and recommended to the superintendent by the principal by February 15, b.) parent and student evaluations are positive; c.) the request for continuation of the job-share is approved by the superintendent and recommended to the board; and d.) the originating teacher(s) resigns from the position held by a leave of absence. Contractual timelines and statutory requirement must be met. Decisions to discontinue the job share cannot be appealed.
14. If either teacher voluntarily leaves a successful job-share, the remaining teacher will have the option of submitting a proposal for a new job-share or exercise applicable rights under the Master Agreement.
15. The superintendent may terminate a job share at any time if it is determined that the job share is not successful for any reason, such as, but not limited to teacher conflict, parent dissatisfaction, student needs, ongoing and/or annual review, etc. Notification of reduction in force will be given to the less senior teacher. The teacher notified of the RIF will have the protection and benefit of the related articles of the Master Agreement.

FIRST READING: March 13, 2001
SECOND READING AND ADOPTED: March 27, 2001