

JOB SHARING (Professional Staff Positions)

SUBJECT: Job-sharing arrangements

A) Purpose

To establish the policy and guidelines regarding job-sharing arrangements at all levels of instruction.

B) Policy

Job-sharing arrangements that are in accord with the following guidelines will be approved by the Augusta School Department.

- 1) Requires cooperative agreement of two teachers including:
 - a) Establishment of procedures for management in the classroom that may include, but is not limited to:
 - 1 the teaching philosophy of each teacher
 - 2 defined areas of responsibility
 - 3 procedures for working out conflicts
 - 4 statement about how the program will benefit students
 - 5 teaching schedules
 - 6 classroom management plan
 - 7 procedures for grading, testing, assigning homework
 - 8 subject areas taught
 - 9 what provisions will be made for coordinating instruction
 - 10 procedures for evaluation the program
 - b) Development of plans for a communication system regarding:
 - 1 each other
 - 2 students
 - 3 the administration
 - 4 parents (i.e. parent-teacher conferences)
 - 5 faculty (i.e. faculty meetings, workshops)

- 2)
 - a) Agreement about substitute teachers:
 - 1 The remaining teacher will have first call as a substitute on the substitute pay scale. If needed, a regular substitute teacher may be called to replace the absent job-sharing teacher.
 - 2 In long-term, substitution situations, it is expected that the other teacher will help the substitute with lesson plans, management system, and, in general, all the cooperative agreements that have been established between the job-sharing teachers.
 - b) Contractual obligations must be understood as they apply.
- 3) Requires agreement of the principal and the superintendent.
- 4) It must be clearly understood that the Augusta Public Schools, or the job-sharing teacher(s), may request the termination of a job-sharing arrangement at any time it no longer serves the needs of the students, the school system, or the job-sharing teacher(s).
- 5) All job-sharing teachers must sign the cooperative agreement.

Adopted: 7/27/87

Revised: May 11, 1994

Reviewed: August 5, 2019