

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 429
PROCEDURE:	JOB SHARING		

BACKGROUND

The Division recognizes the trend of teachers seeking more flexible work patterns. To meet the needs of those teachers who desire a stable part-time position, the Division supports the concept of a contractual job-sharing arrangement under the following procedures.

PROCEDURES

1. The Director will consider applicants for a job sharing position jointly. That is, teachers wishing to job share a position shall apply jointly in writing before May 15 or November 15 if planning to job share after Christmas.
2. In considering applications, the Division will give preference to teachers currently employed staff within the system.
3. The Division limits one (1) job sharing, two (2)-person arrangement per school, and only for grades two to six, in single or multi-grade classrooms.
4. Teachers in the job sharing arrangement shall share equally all the duties and responsibilities normally expected of one teacher in a full-time position.
5. Each member of the job sharing arrangement shall be prepared to substitute teach for the other partner in the event a substitute is required.
6. Each job sharing arrangement shall be contracted for one (1) year duration. The contract may be renewed by the Director provided a review of the contract prior to May 1 in the year of service recommends renewal.
7. Both members of the job sharing team shall attend all meetings called by the Principal, unless special arrangements are made with the Principal.
8. Attendance at non-student days will be arranged with the Principal.

9. Both members in the job sharing arrangement shall attend parent-teacher interviews, school open-house, evening parent meetings, and other activities as requested by the Principal.
10. It shall be the responsibility of the job sharing team to ascertain that the parents of the children they teach are familiar with the job sharing concept and are comfortable with the arrangement.
11. Both members of the job sharing arrangement are equally responsible to the Principal and shall be guided by the Principal's expectations in organizing the contractual program and classroom management arrangement.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act

Date Issued: November 21, 2007