

Procedures for Policy 434: JOB SHARING

I. Eligibility

The Agreement between the Northfield School District and the Northfield Education Association provides the opportunity for teachers to request to share a teaching position. Such requests may be approved by the School Board at its discretion, and may be reviewed on a year-to-year basis.

II. Expectations

When job share requests are approved, the district has an interest in preserving the high quality of services provided to students.

In keeping with that interest, the district has the following expectations for teachers sharing a full-time position:

1. Attendance at building faculty meetings. The building principal shall work out a plan with each job share teacher regarding attendance at faculty meetings that is respectful of the job share teacher's schedule. Such plans shall include discretion by the principal to require attendance at meetings on occasion when special activities such as staff development are scheduled. When one job share member is not present, the other will take responsibility to communicate any necessary information.
2. Attendance at building and district staff development activities that relate to the curricular area(s) taught by the job share teacher as determined by the principal and teacher.
3. Parent-teacher conferences will be conducted jointly by both teachers.
4. Attendance at open houses and other special activities outside the school day involving the teaching staff.
5. Job share teachers are required to be present on teacher work days for the amount of time they are contracted (e.g., half day).
6. The job share teachers are required to schedule their days to allow overlap for communication purposes.