

BELLEVUE UNION SCHOOL DISTRICT

JOB SHARE PACKET

INCLUDES:

JOB SHARE APPLICATION

RELEVANT CONTRACT LANGUAGE: Article 9

Bellevue Union School District
Certificated Employees

Job Share Application Checklist and Timeline

Teachers applying to share a position must jointly complete all three sections of the application.

- Part I. Job Share Request
- Part II. Job Share Proposal/Plan
 - A. Job Share Plan
 - B. Job Share Calendar—Create and attach it to Part II
- Part III. Job Share Terms and Conditions

Timeline:

- January 15:** All teachers interested in a job share for the subsequent school year submit job share applications to their principal and meet with the site administrator to review their proposal.
- February 1:** Job Share Application Deadline: Written proposal due to the Superintendent.
- March 1:** Superintendent notifies employees of the status of their proposal. Employees whose request has been denied shall receive the reasons in writing.
- March 15:** Teachers who have had their proposals denied address the concerns provided by the Superintendent and re-submit their proposal.
- At the Next Regularly Scheduled Board Meeting:** Board considers job share applications that have been approved by the Superintendent.

Bellevue Union School District
Certificated Employees
Job Share Application

Certificated employees who wish to be considered for a job share are required to jointly submit a written application and proposal, stating in detail how the applicants would ensure close cooperation in such matters as planning, teaching, evaluation, communication with one another and with parents, staff and administration and performing adjunct duties.

This form provides a structure for ensuring that all major areas are addressed, and employees are required to use it as a means of communicating such a request to the district and ultimately the Board of Trustees. The district may make a request for further information or clarification.

Part I. Job Share Request

JOB SHARE PARTNER #1

Date: _____

Name: _____ Phone: _____

Address: _____

Employment Status

_____ Permanent teacher with current satisfactory evaluation (required)

Current Assignment

School: _____ Grade Level: _____ Years in current assignment: _____

Requested Assignment

School: _____ New Request ___ or Renewal ___

Grade level: 1st choice ___ 2nd Choice ___ 3rd Choice ___ at what percent: ___%

Reason for request: _____

JOB SHARE PARTNER #2

Date: _____

Name: _____ Phone: _____

Address: _____

Employment Status

_____ Permanent teacher with current satisfactory evaluation (required)

Current Assignment

School: _____ Grade Level: _____ Years in current assignment: _____

Requested Assignment

School: _____ New Request ___ or Renewal ___

Grade level: 1st choice ___ 2nd Choice ___ 3rd Choice ___ at what percent: ___%

Reason for request: _____

Part II. Job Share Proposal/Plan

A. Describe your plans for job sharing and how your job share will function. Address the following in your description:

Instruction and lesson planning

Maintenance of student records

Developing report cards

Conducting parent conferences

Attendance at site and district collaboration meetings

Attendance at faculty meetings

Attendance at district-wide professional developments events

Attendance on designated teacher work days

Discipline/classroom management plan

How communication between partners will be handled

The benefits to students

The benefits to the district

The benefits to the job share partners

B. Attach a job share calendar indicating each partner's proposed schedule.

Part III. Job Share Terms and Conditions

- Applicants understand the terms and conditions in the BEA/BUSD Contract.
- Applicants understand that, if approved, they are responsible for upholding the plan submitted.
- Applicants understand that this application is subject to review/approval or denial/rejection at each of the following levels:
 1. Principal and Superintendent
 2. Approval of leave of absence by Board of Trustees

We have read the BEA/BUSD Contract and agree to abide by it and our job share proposal.

Signature Teacher #1: _____ Date: _____

Signature Teacher #2: _____ Date: _____

Submit a copy of this completed form and meet with to your principal by 4:00 p.m. on January 15th. Once approved by the site administrator, the revised proposal is due to the Superintendent by 4:00 p.m. on February 1st.

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Site Administrator's Review

The principal of the site where the job share is proposed to take place must complete this section.

1. Do you, or have you in the past, supervised each of the applicants for this job share?

2. What is your professional opinion of the success potential of this match and why?

3. What are your concerns about this job share proposal?

4. The superintendent should consider the following when reviewing this proposal:

I have discussed this proposal with both applications and have reviewed it in detail.

My recommendation is as follows:

Recommend without reservations

Recommend with reservations

I do not recommend approval of this job share because:

Signed: _____ Date: _____

Submit this rating sheet to the teachers making the request and to the district office by February 1.

CONTRACT LANGUAGE PERTAINING TO JOB SHARES

ARTICLE 9

SHARED TEACHING PROGRAM

A. Definition

For each shared job, job sharing shall generally refer to existing certificated employees sharing a full-time position(s) for a specified period of time and taking an unpaid leave for that portion of their regular position that each is not working while job sharing. Participants in the Reduced Work Load (Education Code Sections 44922 and 22713) shall be subject to the provisions herein and the statutory requirements of the Reduced Workload program. Any conflicts between the language herein and the statutory provisions, the statutory provisions shall prevail.

B. Eligibility

1. Teachers who are tenured with a minimum of two complete school years of district service.
2. Teachers who have a current satisfactory evaluation.
3. The number of shared positions shall be limited to one (1) per grade level or program at any school site. The number of shared positions shall be further limited to a maximum of two (2) shared primary positions (grades K-3), two (2) shared intermediate positions (grades 4-6), or one (1) shared specialist position with a maximum total of four shared positions per school (excluding "Willie Brown"). Should more job share proposals be presented in a given year for one site than available positions, then seniority shall be the deciding factor for approval of these positions.
4. The maximum number of years a unit member may participate in the Shared Teaching Program shall be five (5) cumulative academic years. Unit members may request an extension of this limit by submitting a written request. In order to be considered for approval, reasons for extending the limit must be for emergency situations such as the birth/adoption of a child, major health issue for a family member or parent, or any such related life changing situation.

C. Procedures

1. The site administrator shall meet with the employees to review their proposal by January 15 and changes may be made to the plan prior to being submitted to the Superintendent.
2. The job sharing partners desiring to job share during the succeeding school year must file a written request with the Superintendent by February 1 of the school year prior to the school year the job sharing proposal will become effective.
3. Employees requesting to participate in the Shared Teaching Program shall submit a district application. The application shall include, at a minimum, the following components:
 - a. Names of the employees who are proposing to job share
 - b. The reasons for the job share proposal
 - c. Plans on how the following responsibilities will be shared:
 - i. Instruction and lesson planning
 - ii. Maintenance of student records
 - iii. Developing report cards
 - iv. Conducting parent conferences
 - v. Attendance at site and district collaboration meetings
 - vi. Attendance at faculty meetings
 - vii. Attendance at district-wide professional development events
 - viii. Attendance on designated teacher work days
 - ix. Discipline/classroom management plan
 - d. How communication between the partners will be handled
 - e. The benefits to the students
 - f. The benefits to the district

g. The benefits to the job share partners

Parents will be notified by the job sharing team of their option to request the presence of both unit members at a parent conference. Both job share partners shall attend Back to School Night and Open House.

4. Temporary employees shall not be hired to fulfill a request to job share unless the request is made due to emergency extenuating circumstance. Such circumstances include the birth/adoption of a child, major health issue for a family member or parent, or any such related life changing situation that occurs after the deadline for requesting a job share has passed. In these instances, the unit member must notify the Superintendent in writing of the circumstances and make a request to participate in the Shared Teaching Program.
5. Approval of job share requests shall be determined by an assessment of the proposal which meets the needs of the students and the school involved as well as those of the employees. Approval of a job share request shall also be determined by the District's ability to obtain a suitable replacement for the opening created by the job share should it be necessary to fill said vacancy.
6. The Superintendent shall notify the employee(s) of his/her recommendation regarding the proposal by March 1. If the request is denied by the Superintendent, he/she shall provide the reasons, in writing, to the applicant(s) at the time of notification.
7. The applicant(s) will have until March 15 to resolve the Superintendent's concerns. If the concerns are resolved the proposal will be taken to the Board at its next regularly scheduled Board meeting.
8. A job share arrangement may be renewed by submitting a new application as outlined above.
9. Each job sharing unit member is responsible for notifying the District when a substitute is needed. The teaching team partner is entitled to first call for substitute service. If a job share partner is expected to be absent for not more than ten work days the job share partner may replace the unit member who is absent, and shall be entitled to take an equal number of days off in the same school year. The unit member who is absent shall, later in the same school year, reciprocate by taking the place of his/her partner for an equal number of days. All arrangements for the absence exchange shall be reported to the Supervisor.
10. At the conclusion of the job share, the teachers will return to the school they were assigned prior to the job share unless otherwise reassigned, transferred, or laid off in accordance with the contract.

D. Job Sharing Configurations

1. The majority partner shall work on the shortened collaboration days.

E. Salary and Benefits

1. Job shares will be given a pro-rated portion of their salary, health and welfare benefit allowance, including the appropriate monthly disability premium, retirement, and sick leave benefits commensurate with their full-time salary. Employees may also participate in health benefits beyond their pro-rated share at their own expense.
2. When a job share teacher accumulates at least 75% of a contractual year he/she will be granted a step increase, if applicable, on the salary schedule.
3. The program is effective for job shares entered into or after July 1, 1996.