



BIDDEFORD SCHOOL DEPARTMENT

Job Sharing Requirements & Guidelines

Job Sharing Criteria:

A job sharing proposal may be submitted by any full-time teacher, who is covered by the Biddeford Teachers' Association (BTA) contract, in conjunction with another full-time teacher employed by the Biddeford School Department. If a full time teacher desires a job share arrangement and is unable to find another full time teacher to job share, the teacher may submit his/her proposal for consideration. The committee agrees to post the "job share" opportunity internally for fifteen (15) days before posting the vacancy publicly. If a suitable candidate cannot be found, the job share will be rejected.

All proposals are subject to the following conditions and timeline:

1. The "job share" will be for one year only.
2. The teacher must submit his/her plan in writing to the building principal on or before **January 15th** or the proposal will not be considered.
3. If the building principal finds the proposal meets the needs of children and the needs of the employee, he/she would forward the proposal to the Superintendent.
4. The Superintendent will make a decision on the merits of the proposal by **February 15th**.
5. The number of job share arrangements approved for any given school year will not exceed more than two per building, per school year, barring any extenuating circumstances.
6. Approval of job share arrangements will be based on the recommendation of the building principal and at the discretion of the Superintendent.
7. A job share proposal may be withdrawn by either party no later than **May 1st**.

Job Sharing Proposal:

The job sharing proposal must be submitted in writing and include the following criteria:

1. Procedure for management of classroom.
2. Statement of commitment to meeting professional responsibilities and contractual obligations.
3. Qualifications of applicants and their signatures.
4. Documentation on how each teacher would fulfill job sharing expectations.

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Job Sharing Requirements & Guidelines (continued)

Job Sharing Approval:

Approved job sharing proposals will be based on the following:

1. The Superintendent will consider all properly submitted job sharing proposals.
2. A determination will be made based on the needs of the district and the merits of the proposal.
3. The decision of the Superintendent on any job sharing proposal shall be final and not subject to the grievance procedure.
4. If the Superintendent rejects the initial proposal, the teacher applicants will have 10 days to address the issues and resubmit the proposal.
5. The initial job share request will be approved by the Superintendent.
6. Subsequent job share requests will be approved by the School Committee.

Job Sharing Salary and Benefits:

The salary and benefits for each job sharing partner shall be subject to the following conditions:

1. Salaries will be pro-rated based upon the proportion of a full time position, not to exceed the full time position.
2. The full time equivalent (FTE) shall not exceed 1.0.
3. The staff member electing to "share" their responsibilities with another teacher retains the fringe benefits of the position based on the BTA contract as follows:
 - 100% of insurance benefits given to teacher working 51% or more of the position.
 - All other fringe benefits will be pro-rated.

Job Sharing Professional Responsibilities:

Each job sharing partner shall perform all professional responsibilities of the position, including the following:

1. Attend open house and parent/teacher conferences.
2. Attend faculty, department and team meetings.
3. Provide an appropriate share of student supervision during class or student activities.
4. Both staff members to attend evening performances and other student events.
5. Both staff members to attend field trips whenever possible.
6. Participate in IEP meetings of actual and potential students on their caseload.
7. Participate in other responsibilities (i.e. duties, kindergarten screening), in-service and staff development activities.
8. Responsible for assessments and grade classes taught.
9. Provide sufficient make-up opportunity to meet needs of all students in class.
10. Collaborate regarding IEP goals and student progress.
11. Responsibilities of each job sharing partner may be switched at mid-year to ensure fairness and equity in the positions if necessary.
12. Schedule workday to include overlap in time; used for daily communications purposes.

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Job Sharing Requirements & Guidelines (continued)

Job Sharing Substitute Coverage:

Substitute coverage for a job sharing arrangement shall be handled in the following manner:

1. Job sharing teachers will be offered the opportunity and will try to cover each other's absences.
2. If they do substitute, the teacher shall receive substitute pay at the maximum ½ day rate.

Termination of Job Sharing:

Termination of a job sharing arrangement shall be handled in the following manner:

1. Whenever either job share partner is no longer agreeable to a job share position, the job share position will end at the completion of the school year.
2. The job share partners will return to full time status in a position to the extent that they so qualify under the terms of the teacher contract.
3. If the job share was filled by two full time teachers previously employed by the Biddeford School Department, each teacher shall be offered the position they held prior to the proposal if such positions are available, or to an equivalent position.
4. If the job share was filled with one full time teacher previously employed by the Biddeford School Department and a staff member that was hired for the purpose of filling a job share position for one year only. The previously employed teacher shall be offered the position he/she held prior to the proposal if such position is available, or to an equivalent position. The one-year only teacher position will be terminated at the end of the school year.
5. A teacher's agreement to be in a job sharing cannot be altered or canceled during the contract year except at the discretion of the superintendent.
6. This is a one year agreement that administration can revoke at any time that it becomes undesirable, in the eyes of the building administrator, for the students, staff or school involved.
7. If during the course of the job sharing school year one of the teachers is unable to fulfill the job sharing commitment, the other teacher will work full time for the remainder of that school year if a suitable candidate cannot be found.

Approved by the Biddeford School Committee on June 23, 2009.