



Job Shares - Frequently Asked Questions

What is a job share?

A job share is a formal agreement between two teachers to share one continuing full time position. One of these teachers must be currently employed in a continuing full time position. This allows teachers to work part time while co-owning a continuing full time job. The job share partners need to determine an equitable preparation and supervision schedule.

How do I apply?

You and your partner must complete a written job share application. The principal at the school where you will be job sharing must approve your application.

What if I don't have a job share partner yet but am interested in finding one?

Once you are familiar with the criteria for Job Shares contact the CTA office and request a 'Job Share Registry Application' form. Once this is returned to the CTA office your name will be added to a list of teachers interested in forming partnerships.

What is the deadline for submitting a job share application?

The deadline for job share applications is April 1st. Applications received after this date will not be approved.

Can I job share with anyone, and what happens to my current position if I enter into a job share?

Both partners must hold a continuing position. Year 1 is a trial year. At the end of Year 1 both partners need to decide whether the job share will become permanent or will be dissolved. If it becomes permanent both teachers then co-own that full time position.

If I commit to a job share for the April 1st deadline and my "dream job" comes available can I still apply on it?

Yes, but you are committed to that job share for the upcoming school year unless compelling circumstances arise.

My job share partner and I tried job sharing for one year and really liked it. How do we make our partnership permanent?

You must complete a job share application in order to make your partnership permanent. In a permanent job share partnership you and your partner teacher give up your previous positions and become the co-owners of one shared position. It's much like co-owning a house.

Prepare your written application and review it with your principal. Forward your application package, along with a covering letter, to Human Resources by April 1st. Expect written notification by April 30th if your job share has been approved.

My job share partner and I tried job sharing for one year but we don't want to continue our partnership. What do we do, and what happens to us?

The first year of a job share is a trial year. If you want to dissolve the partnership you must do so in writing by March 1st. If one person wants to dissolve the partnership that still allows one month for the person to find a new job share partner. Let your respective principals know that you are dissolving your partnership and that you both plan to return to your previous positions.

My partner and I are in a permanent job share arrangement. How do we continue our partnership?

You must complete a job share application every year in order to renew your job share. Prepare your written application, get your principal's endorsement, and then forward your application to Human Resources by April 1st. Expect written notification by April 30th if your renewal has been approved.

My partner and I are in a permanent job share arrangement. How do we dissolve our partnership?

Consult with your principal and let him/her know that you are not planning to renew your partnership. Notify Human Resources, in writing, by March 1st of your intention to dissolve your partnership.

Who gets the position we've been sharing?

Because you are in a permanent job share partnership the position is jointly owned by you and your partner. You will need to complete the JOB SHARE DISSOLUTION SHEET.

1. If both you and your partner want the position: both of you compete as the only two applicants on this position.
2. If neither partner wants the job: the position is posted and filled in the normal manner; you and your partner will have B status when applying on other teaching vacancies.
3. If only one of the partners wants the position: the sole applicant is awarded the position; the other partner may apply on vacancies with B status.