



## **APPLICATION FOR JOB SHARE YEAR 1 2017 - 2018**

Teachers who wish to apply to job share for the 2017-2018 school year must:

1. Discuss their plans with their principal.
2. Submit an application package that includes:
  - **A covering letter** signed by both teachers that outlines the essentials of the job share proposal (names of teachers, present assignments, grad and school of the proposed joint assignment, **information regarding consultation with the principal and his/her approval.**
  - An attached **written** proposal which provides detailed information regarding:
    - a. education philosophy and advantage of the partnership
    - b. the percentage of assignment applicable to each partner
    - c. the schedule/timetable of each partner (including division of responsibilities and preparation time)
    - d. classroom management strategies, including follow up with students and parents
    - e. the plan for ensuring consistency of communication and continuity of instruction between the partners in the classroom
    - f. the methods of communicating with students and parents about course/unit planning and student evaluation
    - g. attendance at meetings such as staff meetings, school based team meetings, parent conferences, staff development, and in service training
3. Submit completed applications by April 1<sup>st</sup> to

Nadine Clattenburg  
District Principal of Human Resources  
District Administration Office

**PLEASE NOTE: LATE APPLICATIONS MAY NOT BE APPROVED.**