



APPLICATION FOR JOB SHARE RENEWAL 2018 - 2019

Teachers who wish to renew their job share for the 2018 - 2019 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 1st to

Nadine Clattenburg
District Principal of Human Resources
District Administration Office

PLEASE NOTE: LATE APPLICATIONS MAY NOT BE APPROVED.

Creation of a permanent job share means that each partner relinquishes his/her former position in order to jointly own a continuing full time assignment. In a permanent job share each partner has equal rights to the position should it be dissolved at a future date. See Job Share Guidelines.