



## APPLICATION FOR JOB SHARE RENEWAL

Teachers who wish to renew their job share for the next school year must:

1. Discuss their plans with their principal.
2. Submit an application package that includes:
  - **A cover letter** signed by both teachers that outlines the essentials of the job share proposal (names of teachers, present assignments, grade and school of the proposed joint assignment, **information regarding consultation with the principal and their 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.**

Creation of a permanent job share means that each partner relinquishes their 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.