



APPLICATION FOR JOB SHARE YEAR 1 TRIAL

Teachers who wish to apply to 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 1st to

Nadine Clattenburg
District Principal of Human Resources
District Administration Office

PLEASE NOTE: LATE APPLICATIONS MAY NOT BE APPROVED.