

ESCONDIDO UNION SCHOOL DISTRICT

**JOB SHARE APPLICATION LETTER
FOR THE 2008-09 SCHOOL YEAR**

Certificated employees in a K-5 setting who wish to be considered for a job share for the 2008-09 school year are asked to submit jointly a proposal, which spells out the major elements of how the teaching job is to be shared between two employees.

This form provides a structure for ensuring that all major areas are addressed, and employees are required to use it as a means of communicating such a request to Human Resources. Human Resources may request further information if clarification is needed.

Employee #1:

Name _____
Address _____
Phone _____ Work Location _____
Current Assignment _____

Employee #2:

Name _____
Address _____
Phone _____ Work Location _____
Current Assignment _____

The self-contained assignment (grade level) we wish to share is:

This job share proposal requests that one full-time teaching position be split in the following way:

- _____ Every other week
- _____ AM/PM split
- _____ Every other day
- _____ Other: Describe (i.e., 60/40, 80/20)

Which teacher's (name) classroom will be the job share classroom? _____

Describe the plan of how this proposed job sharing will function by completing the following areas:

1. Instructional Planning:

2. Curriculum Responsibilities:

3. Parent Conferencing/ Report Cards/Back to School Night/Open House:

4. Communication with Parents:

5. Communication with Each Other:

6. Staff/Grade-level meetings and Staff Development:

7. Adjunct Duties:

Does either teacher have reason to believe they will need to modify the assignment plan during the year?
_____ Yes _____ No

If Yes, please explain: _____

Does the teacher who will NOT be working in his/her current assignment understand that, upon conclusion of the job share assignment, he/she may be assigned to another school if no vacancies occur at the current school? Yes Signature _____

Conditions: This application is subject to review/approval or rejection at each of the following levels: Principal, Assistant Superintendent Human Resources, Superintendent, Board of Education. Determination by the Board is final.

Applicants understand that, if approved, they are responsible for upholding the plan submitted.

Applicants understand that, if approved, they are applying for a partial leave of absence equivalent to the portion of the job they are sharing.

Applicants understand that the district contribution to the benefit premium for health benefits is prorated for less than 100% employees, and the balance must be paid by the employee in order to maintain coverage.

Applicants understand that the calendars and applications submitted are the basis of approval, and that no changes may be made in the fundamental structure of the program without approval of both the principal and the Human Resources Division. Any changes must receive ADVANCE APPROVAL.

Applicants understand that job share participants do not earn a full year of service credit in either STRS or the district when working less than a 100% contract.

I/We have read the above conditions and agree to abide by them should our job share proposal be approved.

Signed/Date

Signed/Date

Submit In **Duplicate** to the Principal of the Job Share Site **No Later than February 29, 2008.**

PLEASE MAKE SURE CALENDARS ARE ATTACHED.

(The principal of the site where the job share is proposed to take place must complete this.)

1. Do you, or have you in the past, supervised each of the applicants for this job share? _____

2. What is your professional opinion of the success potential of this match and why? _____

3. What are your concerns about this job share proposal? _____

4. Rate the experience you think the students will have if this job share is approved:

- Worse than having one teacher _____
- As good as having one teacher _____
- Better than having one teacher _____

Explain your rating: _____

5. What would you want Human Resources to consider when reviewing this proposal? _____

I have discussed this proposal with both applicants and have reviewed it in detail. My recommendation is as follows:

1. Recommend with reservations _____

2. Recommend without reservations _____

3. I do not recommend approval of this proposal because _____

Signed

Date

Submit this rating sheet and one copy of the job share proposal to Human Resources
no later than March 7, 2008

PLEASE MAKE SURE CALENDARS ARE ATTACHED