

CUMBERLAND PUBLIC SCHOOLS

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Job Share Policy Page 1 of 1

The Cumberland Public Schools recognizes the importance of job sharing, a concept where two teachers presently employed in the district request to share a single position.

On or before April 1<sup>st</sup> of each year, the teachers seeking to job share a full time position must submit a written proposal. The written proposal must be submitted by the two teachers who are applying to job share and should include:

- Documentation of certification and highly qualified status for each teacher for the proposed job share position
- Description of teachers' compatibility to job share
- Schedule and subjects to be taught by each teacher
- Working hours at the elementary level which will consist of five (5) one half days per week Monday through Friday for the full school year
- Working hours at the secondary level which will consist of five (5) full days per week Monday through Friday for one semester each
- Division of non-instructional duties
- Provisions for communication with teaching partners
- Provisions for communication with parents and families
- Provisions for communication between partners and staff and administrators
- Letter for parents to be sent home explaining the job share program

Upon completion, the written proposal is submitted to the building principal for review. The proposal is then submitted to the Superintendent for consideration and upon the Superintendent's recommendation to the School Committee for its consideration. It is at the discretion of the Superintendent to recommend or deny any job sharing requests.

Both teachers who are approved to work in a job sharing situation are required to fulfill the following conditions:

- Meet with the Superintendent to review the job share proposal approved by the School Committee;
- Work full time on the first three days of the school year;
- Participate in parent conferences as outlined in the Cumberland School Committee/Cumberland Teachers' Association Agreement;
- Participate in any scheduled field trips for the class;
- Make themselves available for the purpose of giving individual help to those students who request and need it;
- Teachers are required to attend the following staff meetings, when scheduled, without additional compensation, throughout the entire school year, as outlined in the Cumberland School Committee/Cumberland Teachers' Association Agreement:
  1. One (1) day during each month for departmental or curriculum meetings.
  2. One (1) day during each month for faculty meetings called by the school principal.
  3. One (1) day during each month for general staff meetings or other meetings called by the Superintendent of the Assistant Superintendent to respond to district-wide concerns.