

AR4128-Personnel
Shared Teaching Assignments

Eligibility

1. Shared teaching assignments shall be available only to tenured teachers who possess a clear credential, who are already employed by the district and who have mutually agreed to work together. Teachers shall submit their request for such an assignment, approved by the principal, to the Superintendent or designee by February 1 of the preceding school year. For the 2008-2009 school year requests to job share in the 2009-2010 school year the deadline is May 15, 2009.
2. The Superintendent or designee shall annually review the effectiveness of the shared teaching assignment and determine whether or not it may continue the following year. He/she shall notify the teachers of this decision on or before April 15 of each year. The Superintendent or designee, as part of the review process, shall seek input from parents/guardians whose children were in those shared teaching assignment classrooms.

Hours and Responsibilities

1. Both teachers will work the equivalent of half of the school days required of full-time teachers and will perform a proportionate share of adjunct duties.
2. Both teachers shall meet with the principal before school opens to establish exact working days and meeting responsibilities. Although the teacher not on duty will not normally be required to attend staff meetings, both teachers shall attend parent conferences, open house, and back-to-school nights. Both teachers also may be expected to attend specific inservice meetings and to work a full day on at least the first two days of the first week of school.
3. Both teachers shall assume full responsibility for the class instructional program. They will regularly meet to jointly develop lesson plans and ensure clear lines of communication with parents/guardians.
4. The principal shall approve the teachers' working calendar prior to the end of the current school year.
5. If at any time one partner in the job share assignment should decide to resign or take full-time leave, the remaining partner will automatically return to full-time status. The resigning partner must give at least 30 days notice to the district.

Salary, Leaves and Absences

1. Each teacher will receive one half of his/her annual salary according to individual placement on the salary schedule.
2. The employee and the district's contribution to the retirement system shall be the one half of that normally paid. Upon completing a year's work at half time, the teacher will

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receive one-half year of service toward advancement on the salary schedule and one-half year's credit toward years of service in the teachers' retirement system.

3. Whenever one of the teachers sharing an assignment is absent, the other teacher sharing the assignment shall make every reasonable effort to perform substitute teaching duties. For this service, his/her pay shall correspond with district substitute pay for day-to-day substituting. If an absence extends beyond two consecutive weeks, he/she shall receive his/her regular teacher's pay beginning with the first day of substitute service.

4. Teachers sharing an assignment shall accrue sick leave and other leave benefits at one half the normal rate. Worker compensation insurance shall be paid on the employee's actual salary.

Health Plan

Each teacher shall receive a prorated share for health, dental and life insurance benefits.

Regulation TWIN RIVERS UNIFIED SCHOOL DISTRICT

approved: March 20, 2009 McClellan, California