

**BOULDER VALLEY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

**JOB SHARING FOR LICENSED STAFF**

**DEFINITION AND RATIONALE**

Job sharing involves two teachers who voluntarily agree to share one full-time teaching assignment in the Boulder Valley School District. Job sharing partners may split an assignment 50%/50% or 60%/40%.

Job sharing provides participants with career flexibility and opportunities for fulfillment of their personal and professional needs. It can increase motivation and productivity for those who opt for less than full-time employment but who want to remain in the field of education. The job sharing option demonstrates the district's commitment to options for licensed personnel.

**WHO IS ELIGIBLE TO APPLY FOR A JOB SHARE?**

- Regular contract non-probationary teachers are eligible to apply for a job share. Regular contract probationary teachers who have successfully completed their third year in the district and will have their employment renewed for the fourth year are also eligible.
- Regular contract non-probationary teachers approved for a job share will retain their right to return to full time at the conclusion of the job share period.

**WHO IS HIRED TO TEACH THE TEMPORARY PORTION OF THE JOB SHARE?**

- Teachers in the applicant/substitute pool with current Colorado licensure (not substitute authorization) are eligible for the 50% or 40% temporary portions of job shares. This includes current LT teachers.
- The teacher hired for the temporary portion of the job share will be issued a part time temporary contract. No credit toward regular status will be accrued. A 40% contract is not eligible for benefits.
- If the temporary teacher on a job share increases above .57 during the job share year, the contract will continue to be temporary.

**REQUIREMENTS AND CONDITIONS**

Teachers interested in job sharing must find their own partners in consultation with their building principal. The partner hired for the job share arrangement must be in the district applicant/substitute pool. Both partners must hold a current Colorado Teaching License for the position to be shared and both must be acceptable to the principal of the school in which the job sharing will occur. Job sharing teachers must have and/or must maintain satisfactory evaluations.

All Board of Education policies, negotiated agreements, rules and regulations shall apply to job sharing partners unless otherwise agreed to in writing.

## **SELECTION AND APPLICATION**

Job sharing agreements are granted for one school year or one semester. It will be assumed that the regular status teacher will return to a full-time assignment at the conclusion of the approved job share period. Teachers wishing to continue their job share a second year must apply for renewal. Requests must be in writing and must include a plan which addresses each of the following:

- a. division of teaching time
- b. division of teaching responsibility
  - \_\_\_parent conferences
  - \_\_\_meetings
  - \_\_\_grading of students
  - \_\_\_lesson plans
- c. responsibilities for non-teaching duties
- d. district/school-based in-services
- e. committee responsibilities
- f. planning/coordination time

Each partner and the principal must sign the request. Requests must be submitted to Human Resources by May 1 of the year preceding the request or by December 1 for second semester requests. **Requests must be submitted by the established deadlines in order to be given consideration.**

Job sharing agreements and application procedures may be requested from the building principal/program manager or from Human Resources.

## **COMPENSATION**

Job sharing participants are individually placed on the teacher's salary schedule. The salary is pro-rated to reflect the percent of the full-time assignment.

The district contribution for employee health, dental and life insurance continues to be paid for the regular non-probationary status job sharing partner.

## **SPECIAL CIRCUMSTANCES**

Job sharing partners agree to substitute for each other whenever possible. Compensation is at the established substitute rate of pay. Both job share partners must return a substitute profile for the current year to the substitute office, Human Resources.

Should one job sharing partner resign from the district before the end of the school year; the other partner will complete the full-time assignment. If circumstances prohibit such an arrangement, an effort should be made to find another partner acceptable to all parties.