



Delta Teachers' Association

JOB SHARE PACKAGE

Contents:

Job share rights, information, helpful hints and forms.

Revised: May 2021

JobShare/Coversheet
MK/jr LEW-USW 2009



C.30: PART-TIME EMPLOYEES' EMPLOYMENT RIGHTS

1. Part-time employees are employees employed on the equivalent of less than an annual fulltime basis. They shall be paid salary and earn sick leave pro-rated in proportion to the time employed (FTE) by the Board.
2. Fractions of less than .4 FTE will be granted to employees only where annual school program organization and effective staff deployment permit.
3. An employee with a full-time appointment may, without prejudice to that appointment, request a part-time assignment for a year or less. A request for a part-time assignment shall not be unreasonably denied. The change shall be granted through a leave-of-absence without pay.
4. At the end of the leave-of-absence, the teacher shall revert to a full-time continuing appointment unless the part-time assignment is renewed.
5. Two (2) employees may apply for a job-sharing assignment in respect of a specific full-time position. The request shall not be unreasonably denied. In the absence of one (1) of the job-sharing partners, the remaining partner shall, except in extenuating circumstances, assume full-time teaching duties and shall be paid on scale.
6. Employees hired to the district on a part-time contract basis shall, after one (1) year aggregate service, be considered an employee who has moved from full-time employment to a part-time position.
7. An employee who moves from full-time employment to a part-time assignment shall be considered to be on leave so that they may purchase pensionable service to provide for a full year's pension credit.



Job Share Information

1. a) Job shares that were formed for the 2001-2002 school year or for a school year prior to that and have been continuously renewed since 2002 shall be treated as a job share partnership formed by two teachers on the same staff who both hold the designation of incumbent. (see #6 below).
- b) Job shares first established for the 2002-2003 school year or for a later school year will be subject to the revised interpretation of the collective agreement provisions as outlined here. These same provisions will apply if these job shares are renewed.
2. Job share partnerships will typically contain an incumbent partner and a joining partner. The incumbent partner is that partner who obtained their current position through the provision of Article C.27.1, E.25 or E.27 of the collective agreement. The joining partner is that partner who applies to join an incumbent partner through the provision of Article C.30.5.
3. Unless the job share is renewed, the position shall revert to that of the incumbent partner at the end of the school year.
4. If the incumbent vacates the position, the entire position shall be declared vacant and filled through the regular internal staffing and posting and filling processes.
5. The joining partner has the right to participate in the internal staffing process as outlined in Article E25 of the collective agreement provided a position exists. This participation cannot cause any other member of the staff to be declared surplus.
6. A job share partnership may be formed by two teachers on the same staff who both hold the designation of incumbent. Unless the job share is renewed at the end of the school year the position will revert to that of the incumbent with the greatest seniority. If the incumbent with the greatest seniority vacates the position the junior incumbent has the right to assume that entire position. In addition, the junior incumbent has the same right to participate in the internal staffing process as outlined for a joining partner (see #5 above).
7. The job share application form will be revised in order that the partners are clearly identified as the incumbent partner or the joining partner.
8. The Board will increase its diligence in requiring job share partners to honour the commitment that they make to cover for an absent partner as per Article C.30.5 of the collective agreement.
9. A Job Share partner who TOC's for their partner shall be paid on scale. Please ensure that a TTOC time sheet is completed, to inform payroll that this is an on-scale day.

Job Share Information

Purpose of a Job Share

The primary purpose of a job share is to accommodate two teachers already employed by the District who wish to work part-time by sharing a single assignment.

Teaching Part-Time

Job shares are one option for those wishing to work part-time, but the District cannot guarantee that a teacher will necessarily find a suitable and qualified job share partner. Teachers posting into full-time assignments will be expected to teach those full-time assignments if no suitable partner is found. Teachers unable to work full-time should consider posting into part-time positions. Teachers wishing to teach part-time are also encouraged to look into the pension implications. You may contact the Teacher Pension Plan for Information.

Selection of a Job Share Partner

The District accommodates job shares but is not directly involved in the selection of partners. Generally, this occurs through word of mouth or through connections made on the First Class Teacher Job Share conference. The following may be considered for job share partnerships:

- Other teachers already holding a position in the District
- Teachers on the recall list whose seniority places them at a level where they would otherwise be able to post into a position.
- Teachers Teaching on Call are not eligible to become job share partners.

Status of Job Share Partners

- In every job share, one partner is designated the job share “incumbent” and the other the job share “joiner.” The incumbent is generally the teacher who held the assignment prior to the establishment of the job share.
- When the job share ends (at the end of the school year unless it is renewed), the full position reverts to the incumbent.
- The job share joiner is considered for internal staffing only after all continuing teachers at the school have been assigned positions.
- If there is no position for the joiner, s/he has the option of posting into a new position through the posting process, joining another job share or working in the district as a TTOC.

Approval Process

- The Application form is available on the First Class Teacher Job Share conference. As outlined on the form, the application is to be accompanied by a written proposal.
- The Application must first be approved by the principal and then submitted to Human Resources which will forward it to the assistant/deputy superintendent as appropriate.
- Once approved, job share partners are committed to the job share which will continue to the end of the school year.
- As well as student needs and educational soundness, principals will consider the following criteria when approving job shares:
 - Comprehensiveness of the plan presented by the applicants
 - Qualifications of the applicants for the position (Article C.25)
 - Suitability of the particular position for a job share
 - Plan for communication between partners
 - Plan for communication with parents, support teachers and administration
 - Compatibility of partners’ philosophy and instructional style
 - Educationally sound division of the teaching assignment and areas of responsibility
 - Evidence of joint planning for instruction

- Consistency of classroom management
- Effectiveness of plans for evaluation and report card writing
- Connection of job share to school direction and goals
- Timeliness of the application
- Ability and willingness of each partner to fulfill their contractual obligation to assume teaching duties in the absence of the other
- Total number of job shares in the school (20% is considered “reasonable”)
- Consistency of student access to both teachers
- Educationally sound reason for a .2 job share and the appropriate placement of that day in the weekly schedule
- Plan for joint participation in Pro-D Days, Parent Meetings, School Committees and other activities central to the cohesion of the school

Multiple Job Shares

- Any challenges that might be experienced by students and parents in having two different teachers in one assignment is balanced by the positive experience of having two teachers collaborating closely with the added benefit that **in the event of an extended absence by one of those teachers, the second will take on the class full-time thus ensuring minimal disruption and a high level of continuity.**
- The Collective Agreement and application form signed by job share partners, their principal and the deputy/assistant superintendent clearly state: *In the absence of one (1) of the job-sharing partners, the remaining partner shall, except in extenuating circumstances, assume full-time teaching duties and shall be paid on scale.*
- Recognizing the educational advantage behind this commitment, the District will not approve multiple job-shares on a routine basis. Teachers who wish to enter into a second job share will be expected to articulate the educational basis for that arrangement and, specifically, how it out-weighs the advantage for continuity in the classroom in the event of the extended absence of one of the job-share partners.

TTOC Coverage by Job Share Partners

- If either Job Share partner is a TTOC for the other partner, the TTOC partner must submit the TTOC Job Share Timesheet to payroll if your salary scale is higher than Cat 5 – Step 7

April 30 Deadline

- The April 30th date for applications for job shares is aimed at continuing teachers above the layoff line who are in a position to make a decision on job shares by April 30th. Obviously, this is very helpful for the staffing process.
- For those teachers below the layoff line, there may be some flexibility on this deadline. However, the further we move into the school year, the more reluctant the District will be to approve new job shares.

Limited Participation

The District will not approve job shares of less than .2 except for absolutely compelling educational reasons. The principle of continuity for students is not addressed with a more limited job share.

**If you have additional questions, please contact
Shannon Hunt
District Administrator – Human Resources (Teaching Staff)**

Advice for Writing Your Job Share Proposal

The sharing of a teaching position is subject to the approval of a school principal, who, in the course of staffing their school must determine whether such a shared assignment will serve the best educational interests of the pupils and the school. Teachers interested in applying should consider the issues outlines below.

1. **Pupil needs.** Must be the prime concern.
2. **Programme must be educationally sound.** How will quality education and programme continually be addressed?
3. **Scheduling.** Split day, split week, alternate cycles?
 - Effect on pupils?
 - Advantages and disadvantages of each?
 - Co-ordination of part-time schedules with school schedules?
4. **Compatibility:**
 - Philosophy
 - Instructional style
 - Flexibility
 - Commitment to working in a shared assignment. Full-time responsibility, part-time assignment.
5. **Sharing of Responsibilities:**
 - Pupil evaluation, assessment and reporting
 - Parent-teacher conferences
 - Extra-curricular activities
 - Special events, field trips
 - Planning for instruction
 - Committee responsibilities
 - Staff meetings
 - Non-instructional days
 - Discipline
 - Housekeeping
 - Record keeping
 - Professional Development
6. **Communication:**
 - Between partners (how/when, keeping partner informed on relevant school events/issue)

- With staff and principal (on all school issues)
- With parents (ongoing, parent-teacher interviews, special meetings)

7. TOC Procedures:

- For a short-term (day-to-day) or long-term illness (except those listed below), a TOC will be called on the same basis as per procedures in place at that time for regular full-time teachers.
- Should one teaching partner resign, take maternity leave, or long-term medical leave, the other partner will except in extenuating circumstances, assume the full teaching responsibility for the class.

8. Reverting to Full-Time:

- All terms and conditions of the current collective agreement apply (C.30)

9. Annual review of shared programme:

- Application to be completed annually.

10. Advantages to the Students:

- Energy and enthusiasm level of teachers is much higher.
- Wealth of ideas provides an enriched classroom.
- Teachers have their own individual areas of strength (children benefit from both).
- Children are exposed to two points of view.
- Similar philosophies concerning discipline and standards of classroom behaviour.
- Complementary teaching styles and management systems.
- A "fresh face" stimulates pupils.
- Enhanced student assessment - able to compare with another professional.

11. Advantages to the School:

- Two sources for ideas and opinions with regard to staff and school matters.
- Two professional opinions on a child's progress are available to parents and staff.
- Combined teaching experience of two professionals.
- Make it possible to incorporate a broader range of expertise within a single position (Art/PE/ Music).

12. Advantages to the School Board:

- Increase in productivity.
- One partner is less than .5?
- Less stress should result in less absenteeism.
- More positive teacher outlook results in greater enthusiasm.
- Reduced tendency toward burnout.

13. Advantages to Teacher:

- A new challenge.
- A happier and more positive outlook towards the job.
- An opportunity for professional and personal growth.
- Less personal stress when more time to spend with family.
- Medical and dental appointments scheduled for days off.
- Keeping up-to-date with current trends in teaching.
- Collegial support.



Hints for Successful Job Shares

Choose your partner carefully. You will be working with this person for the next year. Compatibility is important.

Plan how you are going to divide the job. Most job share partners find it easier to split the curriculum rather than to plan for each other.

Recognize that you have a full-time responsibility to the job and the class even though you are only in that class part-time. Plan how report cards, parent/teacher interviews, Christmas concerts, etc. will be handled. It's important that parents and students see you as a team.

Be flexible, you are giving over control of your class to someone else on the days you are not there. Things won't always be done exactly as you would have done them if you were there.

Communicate. It's your job to keep yourself apprised of happenings in the school on the days when you're not there. Many job share partners use a communication book that stays on the desk or set aside a specific time each week to phone each other. It isn't the job of the principal to update the absent partner on school happenings. Also, be sure your partner is aware of any arrangements you have made with people such as the Librarian and Learning Assistant.

Be sensitive to your full-time colleagues. Many of them would love to have your working arrangements and are resentful when you wish them a good weekend on Tuesday afternoon.

SHARED TEACHING ASSIGNMENT APPLICATION

To be submitted to Shannon Hunt - District Principal, Human Resources

Fax #: 604.952.5378 (See Staffing Timeline for Deadline Date)

Names:

_____ (Incumbent Partner)

_____ (Joining Partner)

School: _____

Position applied for:

(must be an existing position)

Grade: _____ School: _____

Starting Date: _____

Incumbent FTE: _____ Joining Partner FTE: _____

For ALL applications (including those continuing from the previous year), please attach a written proposal providing details re:

- Educational advantage
- Scheduling
- Classroom management
- Reporting to parents
- Staff meetings
- Professional development

The Job Share partners agree, as per Article B11.5, that in the absence of one of the job sharing partners, the remaining partner shall, except in extenuating circumstances, assume full-time teaching duties and be paid on scale.

Signatures: _____ (Teacher)

_____ (Teacher)

_____ (Principal)

Please Note: Once approved, Job Share Partners are committed to the job share at the stated FTE for the full school year.

TTOC Coverage by Job Share Partners

If either job share partner is a TTOC for the other partner, the TTOC partner must submit the Job Share TTOC Timesheet to payroll if there Pay Grade is higher that Cat 7 – Step 7.

NOTES