



**REGINA**

**TEACHER JOB SHARING**

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**Background**

The Division approves the practice of job sharing by teachers. Applicants shall be Division teachers and shall have been on staff for a minimum of one school year at the time of application.

**Definition**

'Job sharing' is defined as two teachers contracting to perform the duties of a single position.

**Procedures**

1. Initial Determination of Interest
  - 1.1 Two teachers who are interested in entering into a job sharing arrangement must so indicate by making a joint submission, signed by both, to the Human Resources Section prior to April 1.
  - 1.2 Individual teachers who are interested in entering into a job sharing arrangement must so indicate by making a written submission to the Human Resources Section prior to April 1. The Human Resources Section is not obligated to find or arrange pairs.
  - 1.3 Submissions are to indicate the grade or grades to which the teacher or pair is prepared to be assigned.
2. Notification

The Human Resources Section shall notify unsuccessful applicants by April 30. Unsuccessful applicants may, if they so desire, apply for transfer prior to May 15.
3. Formal Proposals
  - 3.1 Following the determination of placement of Principals, the eligible teacher pairs must submit formal proposals showing how the conditions of job sharing (see Administrative Procedure 447 – Appendix) shall be met.
  - 3.2 The formal proposal may be accompanied by a list of those schools at which the pair would prefer to teach.
  - 3.3 To ensure consideration, proposals must be received by the Human Resources Section prior to May 30.

#### 4. Confirmation

- 4.1 Confirmation of each job sharing situation shall be given when the staff assignment list for the coming year is published.
- 4.2 Following the distribution of the staff list, a letter confirming a contract amendment (for a one year term) must be signed by each job sharing teacher and returned to the Human Resources Section (Form 425-1).

#### 5. Term of Job Sharing Appointment

- 5.1 Job sharing appointments are deemed to be for one school year.
- 5.2 Teachers presently job sharing and wishing to continue are to notify the Human Resources Section in writing of their intentions by April 1.
- 5.3 Teachers presently job sharing who do not re-apply for the following year shall be returned to a teaching assignment comparable to their assignment prior to job sharing.
- 5.4 Temporary reductions to continuing contracts to facilitate job sharing shall be limited to five consecutive school years.

#### 6. Job Sharing Schedule

- 6.1 Normally, the job sharing schedule shall be such that both teachers are present in the school for half of each day. Exceptions may be approved by the appropriate Superintendent, Instruction and School Services, in consultation with the Principal.
- 6.2 Any short-term deviation from the approved schedule must have the prior approval of the Principal.

#### 7. Teacher Absence

A teacher in a job sharing situation who is to be absent shall notify the Principal. The Principal shall notify the Clerk of Substitutes if a substitute is required.

#### 8. Substitute Teaching

Teachers who are job sharing may be employed to be substitute teachers for their respective job sharing partners. Job sharing teachers in those situations shall be paid at their established daily rates of pay.

Reference: Section 85, 87, 108, 109, 175, 231 *The Education Act, 1995*

**APPENDIX**

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**CONDITIONS OF JOB SHARING BY TEACHERS**

## 1. Criteria for selection of job sharing teams

The formal proposal is to include mention of:

- 1.1 The experience of each member of the proposed team;
- 1.2 The extent to which the skills and special talents of the team are complementary;
- 1.3 The compatibility in philosophy, personality, and methodology of the teachers involved;
- 1.4 The commitment of each teacher to job sharing as a potential benefit to students; and
- 1.5 The commitment to complete the full year term of the job sharing appointment.

## 2. The formal proposal must include plans regarding:

- 2.1 The division of assignment in a timetable, joint planning and assessment (daily, long range, standardized testing);
- 2.2 Procedures for reporting student progress;
- 2.3 Attendance at after-school meetings and activities such as parents'/guardians' meetings, school functions, staff meetings, and extra-curricular activities;
- 2.4 Procedures for communicating with parents/guardians;
- 2.5 Assignment of classroom tasks such as displaying student work, seasonal or special occasion room displays;
- 2.6 Responsibility for the welfare of all students in the classroom, including students with special needs;
- 2.7 Assessment of the job sharing experience; and
- 2.8 The availability of each teacher to act as a substitute for the other.
- 2.9 (It is understood that availability for substitute duty is not one of the criteria for selection.)

## 3. Factors to be considered in the placement of job sharing pairs include:

- 3.1 The response of the Principal to the job sharing proposal, and
- 3.2 The response of the parents/guardians of the students affected by the job sharing proposal.

Reference: Section 85, 87, 108, 109, 175, 231 *The Education Act, 1995*