

## **JOB SHARING GUIDELINES**

1. Requests must be made in writing at least 90 days prior to the school year or the date the change will go into effect.
2. Requests shall include the rationale, impact upon students and the educational program, compatibility with the unique instructional pattern of the team, department or school level and shall include those procedures to address effective communication between job sharers and others.
3. Requests must be consistent with the purposes and goals of the District.
4. Job sharers must be willing to attend reasonable position-related commitments that may occur outside their daily schedule. (e.g. team meetings, parent/teacher conferences, staff meetings).
5. Recommendations concerning requests shall be solicited from the appropriate team/department and administrative level.
6. Specific needs of the petitioning staff members may be a consideration but shall be secondary to the delivery of instructional services to students.
7. Financial considerations shall also be reviewed to assess any possible adverse economic impact upon the District.
8. The Board shall inform the staff members in writing of its decision.