

SHARED OR PART-TIME TEACHING ASSIGNMENTS

Background

Circumstances may warrant the provision for teaching staff to job share a particular assignment. The District supports the provision of job sharing for teaching staff, provided that it has no negative effect upon the operation of its schools, staff and the students being served. It is the teachers' responsibility to develop a job share proposal, outlining how they plan to ensure continuity of programming for their students.

Procedures

1. The educational interests of students shall be foremost when considering a teacher's request for a job sharing assignment.
2. If the application is supported by the Principal, he/she will notify the applicants, in writing, and forward a copy of the application form to the Manager of Human Resources.
or
If declined, the Principal will notify the applicants, in writing, and provide an explanation, to the applicants, as to why their request was declined. The decision, by the Principal, to decline the request is final.
3. The final approval for all job sharing arrangements will be made by the Manager of Human Resources.
4. In the event of a partial leave, principals shall ensure that part-time teachers sharing one assignment will do so on a portion-of-the day basis.
5. Principals will also attempt to ensure that specialist services are available on a daily basis whenever this is possible.
6. The assignments of itinerant specialists who serve more than one school will have to be arranged between the principals concerned and their supervisor.
7. If the teacher(s) wish to continue job sharing for the next school year, they are to apply, in writing, to the Principal by June 30.
8. Job share agreements will be reviewed annually by the Principal.

Reference: Sections 17, 20, 22, 65, 85 School Act
Teachers' Act
School Regulation 265/89
Collective Agreement

Adopted: September 1, 2018