

JOB SHARE PROPOSAL FORM

1. Applicants _____
2. Is this proposal new _____, or a renewal _____?
3. School _____
4. Position to be shared _____
5. Briefly describe how you intend to share the job. _____

- **6. State specifically when you will have a common planning time _____

7. You are each responsible for all information from faculty meetings and in-service. How will you handle those? _____

- **8. How each of you will communicate special needs of the day to your job share partner in important. Please describe how you will do this. _____

- **9. What will be your daily program for students? _____

- **10. How will you accomplish the writing of lesson plans? _____

11. How will you each participate in, and carry out, record keeping? _____

12. How will you each handle an absence by your partner? A regular substitute? _____

13. How will you handle parent-teacher conferences? _____

** Only answer if situation applies.

We understand that together we will not receive extra pay for parent-teacher conferences, in-service, etc. Further, we understand that the district is not able to guarantee equal planning time, due to district needs. We propose the distribution of 1.0 F.T.E. position to be divided as we have stipulated below:

Signature	F.T.E.	Date
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Signature	F.T.E.	Date
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Principal	Date
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Comments: _____

Superintendent	Date
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Comments: _____
