

MUSD MEMORANDUM OF AGREEMENT FOR TEACHER JOB SHARE

Participants: _____

School Site: _____ **Grade Level:** _____ **School Year:** _____

1. The participants shall agree as to the percentage of the work years which each shall work. For instance, participants may divide the scheduled days of teacher 50-50 or 60-40. The participants shall coordinate their schedules. The percentage job share and schedule of days of service shall be subject to approval of the site administrator. Each participant is required to attend the three (3) in-service days as determined by the school calendar.
2. This agreement is for the _____ school year only.
3. Each participant will be required to work full teaching days. Each participant will participate in all scheduled activities in her/his assigned day. This includes, but is not limited to, school committees, staff meetings, lesson planning, extra duty schedules, testing, workshops and in-service sessions, etc. Any variation must have prior approval by the principal.
4. Participants will conduct parent conferences jointly and attend scheduled "Back to School Night" and/or Open House unless other arrangements are made with site administrator.
5. Each participant will be responsible for all official records such as attendance, homework reports, progress reports, and report cards.
6. Should either participant be unable to fulfill her/his teaching obligation for any reason which might include, but is not limited to, death, prolonged illness, pregnancy, or resignation, the other participant shall assume full-time responsibility for the assignment. Variation to this requirement must be approved by the site administrator and Director of Human Resources.
7. If and when a substitute is required, the other participant will assume responsibility for the class, paid at the daily substitute rate if applicable. However, the site administrator has the authority to have a substitute fill the absence.
8. District will pay one full-time teacher health and welfare benefit package in accordance with the percentages indicated on the attached Job Share proposal. Any other arrangements must be approved by the Director of Human Resources.
9. All leaves will be accrued according to the percentage of time worked.
10. Step advancement will be accrued proportional to the percent of time worked. For example, if participant works 40% of days, he/she accrues 40% of one year towards step advancement. If an employee works at least 50% of the time, the employee will receive one year towards step advancement.
11. In the event that a job share partnership is discontinued, the participants may remain at the same school or be transferred to another school at the District's discretion, based upon existing vacancies regardless of the Collective Bargaining Agreement Article 13.1.3. A teacher in a discontinued job share shall be required to accept full time employment if available or resign from employment. If no full time position exists, the teacher shall be placed on the 39 month reemployment list until a vacancy arises for which the teacher is qualified.

I accept the above provisions and restrictions of a divided job assignment (Job Share).

Participant's Signature _____ **Date:** _____

Principal Signature _____ **Date:** _____

Director of Human Resources _____ **Date:** _____

Board Approved Date: _____