

## **PROFESSIONAL STAFF JOB-SHARING OR PART-TIME POSITIONS**

### **Background**

The Division recognizes that there may be educational advantages for children when teachers share a teaching position. Teachers involved in job-sharing realize that dedication, communication, and ability beyond the formal requirements for classroom teaching are required to ensure a quality teacher performance.

### **Procedures**

1. Job-sharing and part-time teachers will be expected to attend regular monthly staff meetings as well as those called by the principal in proportion to the allotted percentage of their contract.
2. Job-sharing and part-time teachers will attend parent-teacher interviews.
3. When one job-sharing teacher is absent, the other teacher will be requested to teach during that time and will be paid at their regular rate of pay. If the partner teacher is unable to teach a substitute teacher will be engaged as per the Local Collective Bargaining Agreement. Trading of days, unless approved by the principal for good reasons, will be discouraged.
4. For all job-sharing and part-time teachers, any day(s) in excess of the allotted percentage needs to be requested and approved by the Director or designate in order to ensure compensation at the appropriate level. If attendance is assigned, appropriate compensation is to follow.
5. Sick leave benefits and all other benefits shall be prorated in the same proportion as is the workload.

Legal Reference: Section 85, 87, 108, 109, 175, 231 Education Act  
Forms Manual: Form 411-1

**Updated: September 22, 2006**