

- 1           b.       Schools which exceed the above required minimum number of instructional  
2                   minutes for specified grade levels shall make no adjustment to reduce the  
3                   number of instructional minutes at these grade levels without the express  
4                   written consent of the appropriate assistant/deputy superintendent.  
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6       14.   **Electronic Grading and Communication System**  
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8                   At the secondary level, an online gradebook shall be maintained and updated  
9                   by the unit member at least each month, or more frequently as determined by  
10                   the Site Shared Decision Making Committee. Grades shall be submitted  
11                   electronically by the unit members at all grade levels at the designated  
12                   reporting periods. Grading guidelines and reporting period dates shall be  
13                   provided at the beginning of the school year by the site administrator or  
14                   designee. Any technology failure shall be reported immediately by the  
15                   affected unit member to the site administrator and/or designated support  
16                   personnel (e.g. help desk).  
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18       15.   **Job Sharing:**  
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- 20           a.       The Job Sharing Program is one in which two (2) permanent employees share  
21                   the full responsibilities and the contract of employment of one (1) identifiable  
22                   full-time position. The shared teaching assignment shall be (1) fifty-fifty (50-  
23                   50) percent or (2) sixty-forty (60-40) percent. The sharing shall be on a  
24                   proportional division of the school day or of the school week.  
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- 26           b.       Applicants must be willing to provide a written commitment to serve a  
27                   minimum of one (1) year in the shared position. If, because of extenuating  
28                   circumstances, one of the participants cannot continue in a part-time  
29                   assignment during the year, the District is under no obligation to return the  
30                   individual to a full-time assignment until the following year; but the District  
31                   may consider an earlier return if a position is available.  
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- 33           c.       Job sharing assignments shall be filled only by teachers who have jointly  
34                   requested to work together. A listing of teachers interested in job sharing will  
35                   be maintained by both the Certificated Personnel Office and the Teachers  
36                   Association.  
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- 38           d.       Applicants shall submit a joint written application to the affected site  
39                   manager(s) showing the names of the participants, positions affected, the  
40                   proposed sharing schedule, division of adjunct duties, and the potential benefit  
41                   to students. Mutual agreement between the two (2) employees, the principal,  
42                   the appropriate assistant/deputy superintendent, and the Assistant  
43                   Superintendent, Human Resource Services, is required before the job sharing  
44                   assignment can be implemented. Applications shall be submitted on or  
45                   before March 1.  
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- e. Individual job sharing assignments will normally be evaluated prior to March 1. A decision with respect to continuance of each program will be made on or before April 15.
  - f. Salary will be the prorated share of the amount an employee would have earned had the employee not elected to exercise the option to participate in job sharing. The contribution to STRS/PERS will be based upon the amount of salary actually earned by the participant.
  - g. Job sharers will receive full District health and welfare benefits. The District will contribute premiums on a prorated basis and participants will pay the remainder of the required premiums. Employees not opting for District health coverage shall provide evidence of health insurance from another source.
  - h. The employee in a shared assignment will receive all contractual leaves on a prorated basis.
  - i. If an employee on shared assignment is absent, the other party, whenever possible and with the approval of the site manager, will trade days with his/her partner or will agree to substitute for his/her partner in a regular substitute status at the regular substitute rate.
  - j. The employee on a shared contract will be expected to participate in professional responsibilities such as, but not limited to, the following: participation in school, district-wide, and parent-community committees; faculty meetings; Back-to-School Night activities; parent/teacher conferences; report card preparation. Details of shared responsibilities are defined in the application.
  - k. If, because of extenuating circumstances, one partner cannot continue in the shared assignment, one of the following shall occur:
    - (1) The remaining participant fills the previously shared position on a full-time basis;
    - (2) A new partner, mutually agreeable to parties, replaces the non-continuing partner;
    - (3) The remaining participant applies for a leave for which he/she is eligible.
    - (4) The remaining participant submits his or her resignation.
  - l. Continuation of any job sharing partnership is contingent upon the annual mutual agreement of all parties.

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2 m. Prior to approval of any job sharing agreement the two teachers involved shall  
3 agree which of them shall remain at the site should the partnership be  
4 dissolved and both desire full-time assignment at that site but only one  
5 opening exists. In any circumstance, participants would have access to the  
6 District's voluntary transfer procedure.  
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8 16. **Parent/Teacher Conferences.** K-5 classroom teachers in a K-5 or K-8 school shall  
9 have six (6) minimum days in the fall and two (2) minimum days in the spring for  
10 parent/teacher conferences.  
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12 For seven (7) days in the fall and five (5) days in the spring kindergarten teachers shall  
13 be exempt from the provision in Article V.A.2. These hours shall be available instead  
14 for parent/teacher conferences.  
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16 17. **Library Media Teachers.**  
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18 a. A library media teacher who maintains the library media center open for at  
19 least fifteen (15) minutes before school and fifteen (15) minutes after school  
20 will not be assigned bus and recess/nutrition duty.  
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22 b. Secondary classroom teachers shall stay with their classes when bringing them  
23 to the library media center; elementary teachers shall escort their classes to  
24 and from the library media center.  
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26 c. For classes brought to the library media center, contractual staffing ratios  
27 (including LMT and aides) shall be observed, except during Testing Periods  
28 or for special, occasional activities as determined by Site Based Decision  
29 Making.  
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31 d. Library Media Centers will close during the final week of school to allow  
32 LMTs time to close the library, conduct inventory, and complete other  
33 oversight tasks that are essential to running an effective library media  
34 program. The standard period for closing a library media center shall equal  
35 the number of days it is scheduled to be open during a regular week during the  
36 school year; the LMT in consultation with the site administrator may  
37 recommend a lesser or greater period depending upon the size of the center.  
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39 e. At the secondary level, the LMT at his/her discretion may continue to utilize  
40 a flexible schedule in order to service the entire school. At the elementary  
41 level, the LMTs may utilize flexible scheduling for 20% of their scheduled  
42 work week at that particular site in order to permit collaborations with  
43 classroom teachers and their students for in-depth learning and research.  
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