

**SHARED TEACHING ASSIGNMENTS**

**Eligibility**

1. Shared teaching assignments shall be available only to tenured teachers who possess a clear credential, who are already employed by the District. A tenured teacher may share a contract with a non-tenured teacher who is on a temporary assignment. Teachers may submit their request for such an assignment to the Superintendent or designee by March 1 of the preceding school year.
2. Teachers requesting a shared assignment shall be informed of the status of their proposal by June 10.
3. The Superintendent or designee shall annually review the effectiveness of the shared teaching assignment and determine whether or not it may continue the following year. He/she shall notify the teachers of this decision on or before March 15 of each year.

**Hours and Responsibilities**

1. Both teachers will work an identified percentage of the school days required of full-time teachers and will perform a proportionate share of adjunct duties.
2. Both teachers shall meet with the personnel secretary before school opens to establish exact working days. Although the teacher not on duty will not normally be required to attend staff meetings, both teachers shall attend parent conferences, open house, and back-to-school nights. Both teachers also may be expected to attend specific in-service meetings and to work a full day on at least the first two days of the first week of school.
3. Both teachers shall assume full responsibility for the class instructional program. They will regularly meet to jointly develop lesson plans and ensure clear lines of communication with parents/guardians. Parents whose children are involved in the program, must agree with the shared teaching concept.

**Salary, Leaves and Absences**

1. Each teacher will receive a prorated share of his/her annual salary according to individual placement on the salary schedule.
2. The employee and the District's contribution to the retirement system shall also be prorated. Upon completing a year's work at half time, the teacher will receive a

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percentage equal to time in service toward advancement on the salary schedule and the same percentage of credit toward years of service in the teachers' retirement system.

3. Whenever one of the teachers sharing an assignment is absent, the other teacher sharing the assignment shall make every reasonable effort to perform substitute teaching duties.
4. Teachers sharing an assignment shall accrue sick leave and other leave benefits at a prorated amount. Worker compensation insurance shall be paid on the employee's actual salary.

**Health Plan**

Each teacher shall receive District paid health, dental and life insurance benefits prorated to the percentage of time under contract. The employee is responsible for the premium difference. The total of the two parts shall equal one full-time teacher's benefit package.