



Rationale

It is understood that in certain situations, schools in the CISKD would benefit from two teachers assuming the role normally occupied by one full-time teacher.

Policy

In situations where the Principal, in consultation with the Local School Committee and the Pastor, deem a job share would best meet the needs of the school, an agreement may be reached between the teachers concerned and the school administration as to the procedures that will apply.

Procedure

Procedures will be developed at the local School level. (LSC and Administration) The following are procedures that may be used when considering a Job-Sharing possibility. Where two teachers on a continuing contract and with the necessary seniority to hold a position in the school wish to share one full-time teaching position, they may apply to the Principal for a shared job assignment. The application must be made no later than March 15th of the school year immediately preceding the year in which the job sharing is to take place. A shared job assignment may be granted by the Principal in accordance with the following terms:

1. Job-share assignments must meet the needs of the school.
2. The proportion of a full-time position taught by each teacher shall be determined by the Principal.
3. On approval of the job share application, the Principal shall grant the job share assignment for a guaranteed period of no longer than one school year.
4. A letter of understanding signed by the job share teachers and the Principal will outline the roles and duties each teacher will assume during their job share assignment (i.e., staff meetings, extra-curricular activities, retreats, report cards, parent/teacher conferences)
5. Teachers in a shared job assignment must advise the Principal in writing by February 28th of the year immediately preceding the school year that they wish to apply to return to full time status.
6. The teachers assigned a job share position can only return to full-time status as positions become available and will be considered for continuing contract status positions with the school's needs being the main determining factor.
7. Teachers in a shared job assignment may continue in the shared job assignment if the Principal determines it would best meet the needs of the school.



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8. In the event that one of the teachers in the shared job assignment ceases to perform their teaching duties for any reason, the Principal may, upon 14 days' notice in writing, request the other job share teacher assume the full-time teaching duties of the former shared position, Should the teacher not accept this full time assignment, the Principal will find a short term replacement and the job share placement will terminate at the end of the school year.
9. In the event of a reduction in staff, the Principal shall follow the CISKD Policy 407, Staff Lay-Off.

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