



**Job Share Program Enrollment Form**  
**School year 2022-2023**  
**Due May 1, 2022**

Please return Job Share Agreement, Health & Benefits form to Jeané Kline at [jkline@sandi.net](mailto:jkline@sandi.net)

New \_\_\_\_\_

Renewal \_\_\_\_\_

REQUIRED Partner A	REQUIRED Partner B
<i>Initial One</i>	<i>Initial One</i>
Job Share _____ Reduced Workload _____	Job Share _____ Reduced Workload _____
Name: _____	Name: _____
Employee ID # _____	Employee ID # _____
Current School/Dept.: _____	Current School/Dept.: _____
<b>Proposed Assignment</b>	<b>Proposed Assignment</b>
Job Share School/Dept.: _____	Job Share School/Dept.: _____
Grade Level/Assignment: _____	Grade Level/Assignment: _____
Requested FTE/%: _____	Requested FTE/%: _____

**This page must be signed by both the site administrator and Human Resources to be valid.**

Approve: \_\_\_\_\_

Disapprove: \_\_\_\_\_

Principal/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve: \_\_\_\_\_

Disapprove: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Outline of Responsibilities**

According to Article 21.2.3: A written plan for a job sharing assignment shall be presented to the site administrator for approval by May 1 of each school year and referred to the appropriate circumstances, the May 1 deadline may be exceeded. (See also Appendix J.)

Please provide a written plan that addresses who will be responsible for filling the following requirements:

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Administrative Circular 7342:

- Pupil program reporting/grading
- Parental contacts/communications
- Planning and preparations
- Scheduling and grouping
- Performance of responsibilities such as yard duty, supervision of aides, open house and PTA functions
- Departmental/grade-level meetings
- Faculty meetings
- Extracurricular duties
- Intended work schedule for the school year (including calendars to show that both participants will work the required days)
- Method of covering short-term absences of a job-sharing partner

I acknowledge that upon termination of the job share assignment, the participant with the required credential and greater district seniority will have the right of assignment to the budgeted position. This right may be waived if both partners stipulate to the waiver in their original job share agreement. The other participant will not have a right of seniority over other teachers who are regularly assigned to the cost center.

***Both job share partners must initial on the same line below to assign rights of assignment.***

Partner A Initials	Who has rights to the assignment upon termination	Partner B Initials
	As stipulated in the above paragraph	
	Partner A has right of assignment	
	Partner B has right of assignment	

I agree to the requirements of the program as outlined above and as described in Administrative Procedure 7342. Sign below only if you are a job share participant. **Reduced workload participant should not sign.**

Signature Partner A: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Partner B: \_\_\_\_\_ Date: \_\_\_\_\_