

Part-time and Job-Sharing for Teachers

Category	Human Resources		
Subject	Part-Time and Job-Sharing for Teachers		
Adopted	December 2015	Revised	March 2021

Policy Statement

Where possible, part-time and job-sharing will be supported by the School District. Approval of any part-time or job-sharing arrangement must be in the best interest of the pupils and should not have a negative impact on the effective delivery of curriculum.

Procedures

Principles for Part-Time Teaching:

1. A part-time arrangement shall operate for a period of one school year unless terminated at an earlier date by the School District.
2. Various combinations of part-time assignments are possible. Examples include: one teacher works from August to January and another teacher completes the year; or, teachers share morning and afternoon duties.
3. Part-time teaching assignments shall not require additional cost to the school or the School District.
4. Part-time assignments may be initiated in writing by interested teachers having permanent employee status in the District. Full-time teachers should request leave under Article 35.02 – Leave of Absence of the Collective Agreement between Board of Management and the New Brunswick Teachers’ Federation.
5. The District may grant approval for up to one year, with a possibility of renewal from year to year.
6. At the termination of the part-time assignment, the teacher will be eligible for a full-time teaching position depending on their seniority and ability to do the teaching assignment. Teachers should be aware that seniority accrues at the same rate as the part-time assignment.
7. It is understood that professional obligations may require commitment beyond the percentage FTE (as per article)

Part-time and Job-Sharing for Teachers**Principles for Job-Sharing:**

1. Job-sharing proposals must be presented in writing to the Director of Schools no later than February 28th prior to the year of implementation to accommodate the district staffing plan.
2. The teacher(s) shall be required to request a leave of absence without pay for the fraction of time needed to equal one full-time position.
3. Adequate planning is critical and, after the involved teacher(s) and School Principal agree to the specific arrangement, a written proposal, signed by both parties, must be presented to the Director of Schools. The conditions and terms of the job-sharing assignment must describe the teaching duties and responsibilities and should address responsibilities related to report cards, parent conferences, faculty meetings, division of tasks, communication, supervision and professional development. Non-teaching duties should be assigned to part-time teachers on a proportional basis.
4. In job-sharing, there shall be continuous communication between the two teachers. It is expected that the job-sharing teachers shall work together to prepare daily, unit and annual plans.
5. At a minimum, both teachers shall be in attendance for the first day of the school year with students.
6. Both job-sharing teachers shall:
 - a. be involved in reporting student progress to parents, and
 - b. be present for parent-teacher interviews.
7. Both job-sharing teachers are encouraged to attend professional development activities and staff meetings understanding that it may exceed their assigned FTE.
8. While normal sick leave provisions of the Teachers' Collective Agreement apply in job-sharing situations, it is suggested that the job-sharing partner be given first option to supply in the absence of the other teacher.
9. Principals will be expected to monitor job-sharing assignments and obtain feedback from the teachers, students and parents in order to determine how this educational undertaking is being perceived.

Reference

- Collective Agreements or Management and Non-Union Policies, Part II