



3406 JOB SHARE POLICY

Policy Type: Human Resources Manual
Applies To: All Staff
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 10 2020
Revisions: 06 2021
06 2022

LCS recognizes that job shares can extend the availability of highly qualified staff who enter into short term and long term periods of time where family, personal or professional circumstances necessitate that they cannot be available for full time assignments, but it is in the best interests of the school community to continue their employment.

1. DEFINITION:

- (a) A job share is an employment relationship initiated by the teacher or an educational assistant (EA) and accommodated by LCS, whereby the full-time employee agrees to a 12 month leave of absence from a portion of the indefinite (continuing) assignment, to share the position with another employee.
- (b) Job shares are available to elementary and middle school teachers and K-12 educational assistants (EAs) who qualify for an indefinite term 1.0 contract and are approved at the discretion of the principal and/or Head of School.

2. POLICIES:

- (a) Teachers or EAs may make a recommendation to the principal for a suitable job share partner.
 - 2.a.1. The teacher's recommendation may be an external or internal applicant.
 - 2.a.2. The recommended job share partner must be screened through usual hiring practices and policies
 - 2.a.3. The principal may interview both the teacher requesting the job share and the recommended applicant
 - 2.a.4. The principal can at his or her discretion assign an existing employee to fill the vacant position or post the position externally at any time in the process of filling the position
- (b) Unless otherwise specified, all requests for a job share must be submitted before March 1 of each year.
- (c) Principals and the Head of School approve job share requests at their discretion based on the following criteria:
 - 2.c.1. Evidence from teacher evaluations of the applicant's capacity to effectively collaborate

2.c.2. Impact on students, grade cohort and scheduling

- (d) Job share applicants must also request a leave of absence from the position in increments of 0.20, 0.40 or 0.6. Increments of 0.30 or 0.50 may only be considered under special circumstances. EAs may only qualify for increments of 0.2 FTE.
- (e) The EA owning the 1.0 position must retain the greater portion of the position.
- (f) Prep time shared between two job share partners may not exceed 100% of the contractual allocation of minutes outlined in the Teacher Preparation Time Policy.
- (g) Job share partners must attend a requisite percentage of staff meetings and PLCs congruent with the actual FTE or teaching percentage requested.
- (h) Job share partners where the division of FTE is 0.20 (one day per week) or greater must both attend parent teacher conferences and IEP meetings either in person or online.
- (i) Teacher job share partners are responsible to present a plan to the principal, prior to June 30,
 - 2.i.1. that outlines how core teaching responsibilities will be divided and how assessments of learning will be conducted and reported to ensure consistency and continuity;
 - 2.i.2. the job share plan will include a schedule for common planning and collaboration
- (j) Absences cannot be covered by switching days of work between the job share partners.
 - 2.j.1. In the event a job share partner is unable to attend work, the teacher scheduled to work must use a sick day, personal day or the appropriate leave of absence
 - 2.j.2. The job share partner who is not scheduled to work may cover the scheduled teacher's day of work as a TTOC
- (k) Job shares are terminated on June 30 each year and the full assignment reverts back to the job share applicant's position
 - 2.k.1. Teachers and EAs must apply each year for a job share.
 - 2.k.2. After 12 months, if the teacher or EA still requires a reduced assignment, the principal may ask the teacher to consider resigning the position to avoid any situation where the employee is permanently entitled to a part-time position.
 - 2.k.3. All EA job shares are to be scheduled as they were a single position. Job shares are more likely to be granted in situations where the assignment requires greater responsibility or burden of care due to student health or behavioural needs.

RELATED POLICIES:

3405 LEAVE OF ABSENCE POLICY

Reviewed: 06 2025