

NOVATO UNIFIED SCHOOL DISTRICT

JOB SHARE TEACHING ASSIGNMENT APPLICATION

Job Share position contracts are approved on an annual basis for one school year only.

This form must be submitted by the Job Share Team to the site Principal for approval before March 1st of each school year to be considered for the following school year.

TEACHER INFORMATION	
Requested School Year:	Requested School Site:
Co-Teacher's Name:	Current FTE: <input type="text"/> Requested FTE: <input type="text"/>
Current Assignment:	School Site:
Co-Teacher's Name:	Current FTE: <input type="text"/> Requested FTE: <input type="text"/>
Current Assignment:	School Site:

JOB SHARE TEACHING ASSIGNMENT PROPOSAL REQUIREMENTS
<p>Please outline your plan for your proposed Job Share Teaching Assignment on a separate page(s) and attach it to this application. Be sure to address all of the following items in your proposal.</p> <ul style="list-style-type: none"> • Working Dates (Attach calendar with days highlighted in two colors designating each teacher) • Communication between Team Members • Planning • Responsibilities and Duties (i.e., Faculty Meetings, Parent Conferences, Open House, Back-to-School Night, Workshops, Required trainings, Professional Learning Community Participation) • Absences (According to NUSD/NFT Contract) • Willingness to sub for Job-Share partner as needed

TEACHER SIGNATURES	
<input type="checkbox"/> We agree to the attached plan and have read Article 15 of the NFT contract outlining specific Job Share Teaching guidelines.	
Co-Teacher Signature:	Date
Co-Teacher Signature:	Date

ADMINISTRATIVE SIGNATURES	
The above job share teaching plan has been reviewed. <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
Principal Signature:	Date
Assistant Superintendent, Education Services:	Date
Assistant Superintendent, Human Resources:	Date