

WATERTOWN SCHOOL DISTRICT  
Job Share Proposal

1. Applicant(s) \_\_\_\_\_  
Current Assignment(s) \_\_\_\_\_

2. Is this proposal new \_\_\_\_\_?, or a renewal \_\_\_\_\_?

3. School \_\_\_\_\_

4. Position to be shared \_\_\_\_\_

5. Briefly describe how you intend to share the job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. State specifically when you will have a common planning time.

\_\_\_\_\_  
\_\_\_\_\_

7. You are each responsible for all information from faculty meetings and in-service. How will you handle those?

\_\_\_\_\_  
\_\_\_\_\_

8. How each of you will communicate special needs of the day to your job share partner is important. Please describe how you will do this.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What will be your daily program for students? \_\_\_\_\_

\_\_\_\_\_

10. How will you accomplish the writing of lesson plans? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. How will you each participate in, and carry out, record keeping?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. How will you each handle an absence by your partner? A regular substitute?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. How will you handle parent-teacher conferences? \_\_\_\_\_

\_\_\_\_\_

We understand that together we will not receive extra pay for parent-teacher conferences, in-service, etc. Further, we understand that the district is not able to guarantee equal planning time, due to district needs. We propose the distribution of 1.0 FTE position to be divided as we have stipulated below:

Signature FTE Date

Signature FTE Date

Principal Date

Superintendent's Approval:

Signature Date

12/10/01

6/14/10