

Check List for Job Sharers

Job Sharers Names: _____

Check When Done	The following requirements must be met before the Board of Trustees can approve your request for a shared contract.
<input type="checkbox"/>	Partner is a permanent unit member per Article XV of the agreement between the Board of Trustees and the Orcutt Educator's Association.
<input type="checkbox"/>	A written plan is submitted with the request for shared contract. The written plan should include how you will divide and/or allocate the following responsibilities: attendance at faculty meetings, district in-service meetings*, Open House*, Back to School Night*, minimum day parent conferences*, relaying information between the partners regarding student progress and school related information, curriculum, pupil records and report cards, and the day to day teaching schedule, etc.
<input type="checkbox"/>	Job sharers agree to substitute for each other when possible.
<input type="checkbox"/>	Principal has received and approved your written plan and calendars. <div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> Principal's Signature Date </div>
<input type="checkbox"/>	The plan is signed by both job sharers.
<input type="checkbox"/>	Plan and calendars are attached to job share request.

*** Required attendance by both job sharers**

I understand that I am responsible for the prorated cost of medical, dental, and vision benefits. I also understand my salary and contributions to STRS will be pro-rated.

Signature *Date*

Signature *Date*