

December 17, 2015

Mr. Matt Vandercar, Principal  
Pleasantdale Elementary School  
8100 School Street  
LaGrange, IL 60525


Dear Mr. Vandercar, Dr. Palzet, and District 107 Board of Education,


The purpose of this letter is to officially request that we be considered for a job share position in First Grade for the 2016-2017 school year.

The attached "Job Share Proposal" includes all information related to our request including proposed responsibilities, schedules, means of communication, and more. We hope that the proposal contains everything you need. After reviewing the attached proposal, we would welcome the opportunity to address any questions you may have.

We both value working at Pleasantdale Elementary School and we recognize all District 107 does for its students. We would like to continue to be a part of that success. A job share would allow us the opportunity to do what we love, work with the children of District 107 and be with our own children. We appreciate your consideration of our request.

Respectfully,

  
Stephany Bassett

  
Jennifer Maita

# Job Share Proposal

## **Job Share Proposal**

The purpose of this proposal is to request that Stephany Bassett and Jennifer Maita share the position of First Grade Teacher for the 2016-2017 school year.

## **Qualifications**

Stephany Bassett – Type 04 Early Childhood Certification (I completed my student teaching experience in a 2<sup>nd</sup> grade classroom in 2008); Learning Behavior Specialist I (LBSI); Masters in Early Childhood Special Education. I was a Preschool Teacher at Pleasantdale Elementary School from 2010-2013. I was recognized by the Pleasantdale Board of Education for being featured in the statewide training video (Apples Video Magazine) on Early Childhood Education in 2012. I have 10 years of experience working with preschool aged children (3-5), with and without special needs. I have 14 years of experience working and collaborating with a variety of adults (teachers, therapists, and instructional assistants) and really enjoy the co-teaching model.

Jennifer Maita – Type 03 Elementary Education Certification. Masters in Elementary Education. I have been a First Grade Teacher at Pleasantdale Elementary School since 2005. Throughout my tenure I have coached middle school boys and girls volleyball teams, represented my grade as a lead teacher, was a Social Studies facilitator and delegate, was a member of Curriculum Council, and a supervisor of “Eagles Nest.” I am very fortunate to be a part of the Pleasantdale community and love teaching in this district.

## **Job Share Responsibilities**

We will divide all classroom responsibilities equally. We will teach Phonics, Reading, Writing, Math, Science, Social Studies, and Health according to the curriculum. We will be responsible for creating lesson plans and instructional ideas for all subjects taught. We will create a positive, structured, learning environment for all students. We will communicate with each other via phone, email or in person to address any issues that arise, and to discuss plans for the upcoming week. We will assess student achievement and record data in Skyward. We will create a classroom management system that reinforces positive behavior. We will communicate student progress, academic strengths and weaknesses to parents and each other. We will attend educational trainings and workshops for professional growth. Together we will attend Parent Teacher Conferences, Curriculum Night, and Experience Elementary. We will communicate Wednesday after school meetings to one another.

## **Proposed Job Sharing Schedule**

Stephany Bassett teaching days:

First and last day of school, Monday, Wednesday (every other), Thursday

Jennifer Maita teaching days:

First and last day of school, Tuesday, Wednesday (every other), Friday

Both partner teachers will make every effort to substitute for each other when advance notice is given. If no advance notice is given, we ask that the other partner teacher be called first. If, at any time, an extended leave is required of one of the teachers, every effort will be made for the partner teacher to assume both teaching responsibilities. When the 2016-2017 school calendar is approved and if our proposal is accepted, we will secure the number of working days to make sure they are equal.

## **Management of Teaching Responsibilities**

### **A. Classroom Management**

We will effectively manage our classroom to ensure all students are safe and have the ability to reach their maximum learning potential. Consistency will be our main goal. Our class will create a class mission and rules to be followed each day. We will establish a daily routine that will be respected and followed. We will communicate with each other daily via phone or email.

### **B. Parent Communication**

We will send home a weekly newsletter to inform parents of the exciting things happening in their child's classroom. The newsletter will include curriculum information, ideas to work on at home, upcoming assessments or activities at school.

If student issues arise, we will deal with them promptly through email or a phone call home. The teacher who is working on the day of a circumstance will make every effort to handle the issue immediately. If communication is done through email we will always copy each other on the emails. If a phone call occurs, whom-ever is working on that day will handle the phone call and then communicate the outcome with the partner teacher. We will never hesitate to call each other first to conference or share our thoughts/concerns before reaching out to a parent. Frequent, relevant notes will be sent home with information contributed by both teachers and signed by us.

At the end of the school year we will send home a survey to parents that will ask: How effective has the communication between home and school been? How can we improve our communication skills? As well as, thoughts/suggestions on our job sharing experience. We will gladly share these results with our administrators.

### **C. Communication to each other**

We will keep a lesson plan binder that will hold our lesson plans. We will create lesson plans during our planning times on days we are scheduled to work. A scheduled time each day will be reserved for talking to one another. We will use this time to share curriculum lessons or assessment information, student work/observations and become informed with all necessary information. We will communicate school activities to one another and plan them accordingly in our lesson plan book. We will keep a daily writing log. We know that informing

each other on a daily basis is pertinent to a successful classroom. Information we will communicate daily with each other through a book, email, or over the phone will include: attendance, anecdotes of student behaviors or academic needs, any incident that resulted in consequences to students, notes from parents and school news. We will call each other daily, especially during the beginning of the school year when the routine is being developed in the classroom to ensure we are aware of all that is happening.

#### D. Report Cards and Grading

We will both be responsible for evaluating all of our first grade students. When an assessment is administered the assigned teacher working that day will be responsible for scoring and entering into Skyward the grade for that assessment and sharing the information with the partner teacher. We will both monitor grades in Skyward on a daily basis. We will complete the comment section on student report cards together.

#### E. Curriculum Night/Experience Elementary

We will prepare for Curriculum Night and Experience Elementary together. We will both attend Curriculum Night and share first grade expectations, class mission, rules, curriculum, and any other important information to parents. We will plan and attend Experience Elementary together.

#### F. Parent/Teacher Conferences

We will both attend the parent/teacher conferences for every student. We will deliver the same message to families. During each meeting with parents, we will take turns sharing a positive anecdote and student work. We will support one another around any issue that arises.

#### G. Faculty/Content Area/Team Meetings

We will be alternating workdays each Wednesday therefore, we will split the responsibilities of attending these meetings equally. All information from any meeting will be shared with partner teacher.

#### H. Institute Days

The teacher who is scheduled to work on an Institute Day will be in attendance. Both partner teachers will be in attendance for the August institute day. This opportunity is a wonderful way to be together and set a positive tone with colleagues and each other for a successful school year.


#### I. Field Trips

When we plan a field trip with our grade level team, we will seek to schedule them so that each partner teacher can attend one field trip.

### **Benefits to the First Grade Students**

We have over 20 years of combined teaching experience in early childhood education. First grade students' can benefit from a variety of teaching styles, and two fresh, energized educators. The quality of teaching may be improved due to a "two heads are better than one" problem-solving approach; allow for more creativity and varied solutions to a problem. We continuously meet to discuss the best approach for student learning and success using the job share model. We are passionate about teaching and will constantly engage our students. Having multiple teachers and a variety of teaching styles definitely serves as a positive experience for young children's learning and education.

Respectfully submitted,



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Stephany Bassett



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Jennifer Maita