

## Personnel

### Shared Teaching Contracts

#### I. Purpose

Job sharing provides the school district flexibility in managing district and employees' needs. This policy provides guidelines for implementing and managing shared teaching contracts.

#### II. General Statement of Policy

- A. Sharing contracts is the practice of assigning two licensed and qualified teachers to fill one existing full-time position.
- B. Applications for a shared contract may or may not be approved or renewed on a yearly basis at the discretion of the district administration.
- C. The superintendent, or designee, will establish an application process and other procedures for shared teaching contracts.

#### III. The following limitations apply to shared teaching contract requests:

- 1. One shared teaching contract is allowed per grade level or department at a school/program site.
- 2. Shared teaching contracts will not be allowed in kindergarten, grade one, continuous progress grades, or highly specialized positions requiring teacher consistency.
- 3. Shared teaching contract schedules will be arranged by the principals with weekly instructional days required of each teacher.
- 4. A maximum of three shared contracts **are allowed** per school/program, however, schools with less than three sections per grade may have additional limitations.

#### IV. Shared teaching contracts are voluntary. Teachers accepting a shared teacher contract may not discontinue the assignment during its contract life unless the district approves such discontinuance. Teachers requesting a shared contract will have an alternative plan, as described in Appendix I, in place at the time of application that enables them to take over the classroom full-time should one partner require a leave or terminate the job share prior to its completion.

Legal Reference:

~~Minn. Stat. §. 354.66 (Qualified Part-Time Teachers; Membership in Association)~~

Policy  
adopted: 03/16/09  
revised: 01/27/14  
revised: 11/14/16  
revised: 07/19/21

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## Appendix I to Policy 429

### Shared Contract Procedures

#### I. Application Process

- A. Two licensed, qualified teachers who wish to share one full-time contracted position for the coming school year must submit a written application by February 1 of the preceding school year to the appropriate principal or supervisor who will in turn consider the application and forward it with a recommendation for approval or disapproval to human resources.

Human resources will review the application and provide input to the superintendent for a final decision. To be eligible for a shared contract, a teacher must have completed the teacher's probationary period prior to application.

- B. The written application must include the following information:

1. The purpose of the shared position;
2. The division of duty time, including arrangements for joint planning;
3. The division of responsibilities and how the responsibilities will be assumed by both teachers;
4. The assurance that no additional supervision, materials, organization, or outside resources will be required other than those that would be regularly necessary for the one full-time position;
5. Planned communications among partner teachers, colleagues, and principal;
6. In cooperation with the principal, a plan for completion of annual feedback surveys on the job share position with colleagues and parents/guardians of students in the class; and
7. An alternative plan that enables one partner teacher to take over the classroom full-time should the other partner teacher require a leave or terminate the job share prior to its completion.

- C. Both teachers sharing a contract will attend:

1. Parent/guardian and teacher conferences and special education staffing meetings;
2. Workshops, professional learning opportunities, and staff meetings as would a full-time teacher; and
3. Prearranged team/department/grade level meetings.

Further, both teachers will pre-establish the division of responsibilities for the position, including:

1. supervisory tasks;
2. evaluations;
3. daily duties, including communications with shared staff and parents/guardians;
4. grading;
5. student records and data entry;
6. end-of-year summaries;
7. team/department/grade level and classroom goals; and
8. school committees and task forces.

- D. Approved applicants will review all plans and responsibilities for the coming year with the appropriate principal or supervisor by June 1 of the preceding year.
- E. Shared teaching contracts are reviewed annually for renewal at the request of the teachers sharing the position. The renewal requests must be submitted to human resources by February 1 for the following school year, and must have a continuation recommendation from the principal or supervisor.
- F. A teacher is limited to a maximum number of three years in a shared contract, as determined by human resources. [With the recommendation of the principal or supervisor, a shared contract may be extended beyond the three-year maximum at the discretion of the district administration.](#)
- G. At the time an application is approved, participating teachers who are sharing a position must agree in writing to the following conditions:
1. The teachers will agree to the dates of duty, to repay any salary advanced that is subsequently unearned, and to any other necessary conditions consistent with the provisions of the section. The teacher also recognizes that because a shared contract is voluntary the teacher may be ineligible for unemployment compensation benefits.
  2. The district's contribution for Master Agreement benefits for the two people sharing the contract will not exceed that of one full-time position.
  3. The teacher will retain all accrued [basic sick](#) leave. Additional [basic sick](#) leave is accrued on a prorated basis according to the number of full days of duty.
  4. The district contribution to the tax-sheltered annuity program continues on a matching basis according to the provisions of the district's Master Agreement. The district matches the appropriate percent for each shared contract.
  5. The teacher is eligible for the Incentive for Early Retirement provisions of the district's Master Agreement as if the teacher was not in a shared position.

6. ~~The~~ Any teacher, who has 20 years or more of allowable service in Minnesota schools, will pay into the Teachers Retirement Association of the State of Minnesota upon the same basis and in the same amounts as would be payable or accrued were the teacher not sharing a position. Teachers must contact the state retirement office to discuss this situation.
7. The salaries and pay period options for teachers sharing a position are according to the Master Agreement. These and other costs will not exceed the cost of one full-time position.
8. Placement on the salary schedule for the teacher sharing a position is in accordance to the Master Agreement with the exception that for each school year or part thereof that a teacher shares a position, a full step will be granted for salary schedule placement.

## II. Cancelling ~~Canceling~~ of Job Share Contract

- A. If a shared teaching contract position cannot be fulfilled by a teacher, the partner teacher will be required to meet with the human resources and building principal/program supervisor to determine next steps in the assignment of the remainder of the contract.
- B. If there is a discontinuance of the partnership and the alternative plan cannot be enacted, the remaining job share partner could receive a discretionary leave for the remainder of the year should the leave be needed to fill the position opening appropriately.
- C. In accepting a shared teaching contract, the teacher will retain all seniority rights (seniority date remains unchanged) and does not relinquish the teacher's right to reinstatement to a full-time position.