

JOB-SHARING GUIDELINES FORM

Please accept this job-sharing proposal on behalf of:

_____	_____
Teacher	Teacher
_____	_____
Teacher	Teacher

For the position of: _____

Guidelines (responses to questions to be attached):

- 1) How will effective communication be ensured with:
 - One another?
 - Students?
 - Parents and community?
 - Administration?
 - Staff?

- 2) What will be the expectations for:
 - Behaviour management?
 - Classroom rules and regulations?
 - Planning?
 - Evaluation?
 - Parental involvement?

- 3) For what subject areas will each teacher be responsible? How will continuity and overlap be addressed?

- 4) How will teacher guides, planning documents, teacher resource materials and other resources be shared? (Please attach proposed timetable.)

- 5) What will be the expectations regarding attendance at staff meetings, committee meetings, parent-teacher conferences, professional development functions and extra-curricular activities?

- 6) How will this teaching arrangement benefit students?