



Superintendent's Circular

NUMBER:
HRS-HS02
Version 01

JOB SHARING FOR PERMANENT TEACHERS AND PARAPROFESSIONALS

This circular will remain in effect unless rescinded or superseded by a subsequent version.

The Office of Human Resources accepts job-sharing applications through the online forms included in this circular. Please note that employees will be required to sign in with their Boston Public Schools Gmail account. These links will also be made available through BTU and paraprofessional representatives, the Boston Public Schools website, and the Superintendent's Bulletin.

Boston Public Schools has agreed to provide job-sharing opportunities to *permanent educators*⁽¹⁾ and *paraprofessionals* who desire to split a position with another staff member in their building.

CONDITIONS FOR JOB SHARING

The following are the conditions under which employees are permitted to share jobs:

¹() This includes nurses, COSE, and other BTU educators with permanent status.

1. Participation in job sharing requires approval by the principal//head of school. The principal/head of school should submit their approval to the Office of Human Resources via the online form below.
2. All participants in the job-sharing program will be required to jointly plan their program so as to provide programmatic integrity and continuity. The principal/head of school must approve such plans.

With the approval of the principal/head of school, teachers or paraprofessionals may structure their program in the following two options:

- a. Both teach for one-half day
 - b. Both teach for one-half week
- *Job share participants may not split the school year with their job share partner in order to work for only half of the school year. Job share participants also may not split the teaching bimonthly or biweekly.*
3. All participants in the job-sharing program will be required to attend all "Early Release Time" in-service meetings, all professional days, and parent conferences. If the job share takes place in a designated Extended Learning Time school, both teachers/paraprofessionals are expected to participate in ELT.
 4. The two teachers participating in a joint assignment/job sharing will meet with one another once each marking period, at the discretion of the principal/head of school, to assess and improve the job sharing program. These

meetings may be held on early release or professional development days.

All parties recognize that at times it may be necessary for the two teachers and the principal/head of school to meet for the purpose of addressing problems which may arise in the implementation of job sharing at an individual school. Such meetings, if necessary, shall be scheduled at a time that is mutually agreeable to all parties.

5. Teachers and paraprofessionals participating in the job-sharing program will receive the following compensation and benefits:
 - a. Compensation shall be one-half of salary entitlement.
 - b. Sick leave shall be one-half of annual entitlement.
 - c. Personal days shall be one-half of annual entitlement.
 - d. Health insurance premium and health and welfare fund: full contribution
 - e. Seniority accrual: full credit
 - f. Attachment rights for one-year to former position
6. Teachers participating in job-sharing must hold a valid DESE license for the position. No exceptions will be made.
7. Each participant in the job-sharing program will be asked to enter into a binding agreement committing to the year-long assignment.
8. Participants must submit new job-sharing applications each year. Continuation of a job-sharing pairing for the next academic school year will be subject to a favorable review by all parties.

TO INDICATE INTEREST IN JOB SHARING

Permanent teachers or paraprofessionals who wish to indicate their interest in job sharing should submit a request using the online form shown below. The submission of an application only serves an indication of interest and is not binding. The application must be submitted via the online form *no later than 5:00 p.m. on March 25, 2025*.

Please note: Applicants are responsible for making all job-sharing arrangements, including finding a colleague with whom to job-share. The Office of Human Resources does not assist with making job-sharing arrangements. If you are unable to find a partner, your request to job share will be denied.

2024-25 ONLINE FORMS

The Office of Human Resources now accepts job-sharing applications online. Candidate applications for job share as well as principal/head of school approval can be submitted through the links below. Please note that employees will be required to sign in with their Boston Public Schools Gmail account. These links will also be made available through BTU and paraprofessional representatives, the Boston Public Schools website, and the Superintendent's Bulletin.

<u>Job Sharing Request: Applicant Form</u>	Each applicant interested in Job Sharing must submit their own form by March 25, 2025 . Principals/heads of schools must submit the form below for approval.
--	---

<u>Job Sharing Request:</u> <u>Principal Approval</u> <u>Form</u>	Principals/heads of schools must submit this form to approve a job share request by April 15, 2025 .
---	---

FOR MORE INFORMATION ABOUT JOB SHARING

There will be an informal meeting at the Boston Teachers Union in Winter 2025 for teachers and paraprofessionals who are interested in obtaining more information about job sharing.

For more information about this circular, contact:

Owner:	School-Based Staffing
Department:	Office of Human Resources
Mailing Address:	2300 Washington St., Roxbury, MA 02119
Phone:	617-635-9600
Additional Questions:	Please submit an HR Inquiry Ticket via the Beacon. This can be found on <u>Access Boston</u> .

Mary Skipper, Superintendent