

Section G: Human Resources	Knox County Board of Education Policy			
	Job Sharing	Descriptor Term:	Descriptor Code:	Issued:
			G-310	9/05
			Reviewed:	Revised:
	6/24	6/17		

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Job-sharing is defined as two certified, teachers sharing one full-time teaching position.

Job-sharing is a flexible means of combining the talents and energies of two certified employees to work in one full-time position. No job-sharing agreement shall hinder the educational services for Knox County students or interfere with the normal operation of any participating school.

Two teachers wishing to participate in job-sharing shall submit a written plan to the building level principal. The plan shall include details for coordinating the procedures for sharing the duties and responsibilities inherent to the job of a classroom teacher. All job-sharing proposals must be presented to the building level principal no later than the first Monday in March of the year preceding implementation of the program.

Job-sharing teachers must possess a valid Tennessee professional license and both partners must be certified and endorsed in the academic area(s) appropriate for the job-sharing assignment. Teachers applying for consideration to participate in job-sharing must hold professional license status with the Tennessee Board of Education. Teachers who are retired from the Knox County Schools are eligible for job sharing. Teachers who retire and are approved to job share must be evaluated using the TEAM framework if they teach for 100 days or more.

Job-sharing teachers may seek to return to a full-time position at their school site after one year of job-sharing. Job-sharing proposals must be resubmitted and reviewed on an annual basis with no implied automatic continuation.

Should either job share partner take a leave of absence, resign, be promoted, or otherwise leave the job share program, the remaining partner shall become the full-time teacher for that position, unless another job sharing partner is approved by the principal and the Executive Director of Human Resources.