

**APPENDIX G**

**WELLESLEY PUBLIC SCHOOLS ELEMENTARY JOB SHARING TEACHING  
ACKNOWLEDGEMENT**

\_\_\_\_\_ and \_\_\_\_\_ agree to share a Grade Level teaching  
(Name) (Name)  
assignment at the \_\_\_\_\_ for the school year based on, but not limited  
(Name of School)

to, the following terms:

1. We have both agreed to attend parent conferences, school night presentations, open houses and grade level meetings together.
2. We agree to attend any other building based professional development such as PLCs and faculty meetings after requested and discussed with the principal.

We will share all school duties equally.

3. \_\_\_\_\_ will work the following days and times of the week:  
(Name)  
\_\_\_\_\_

4. \_\_\_\_\_ will work the following days and times of the week:  
(Name)  
\_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_ agree to work the first five (5) full  
(Name) (Name)  
days and the last five (5) full days of the academic year together

5. We will meet as a team with the principal at his/her request.
6. When absences can be anticipated, the team can trade days if mutually agreed upon. Otherwise, a substitute will be hired. We will work with each other to ensure that there is a balance of days over the course of one year.
7. We understand that the existence of the job share is subject to the approval of the principal. The principal will consider the following when making a determination on whether to approve a job share: compatibility of teaching styles, evidence of strong organizational and communication skills, compatibility of curriculum strengths, and budgetary constraints. The principal shall use multiple data sources to assess the viability of a job share.
8. We understand that this job share is approved for this year only. If this job share is to be continued for an additional year, it must again be approved

by the building principal and a new contract must be executed.

Signed by:

Name \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Date: \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_