

TEACHER JOB SHARE

The School Board recognizes that flexibility in employment practices can be mutually beneficial to the staff and the student body. Each job-share proposal will be reviewed with the maintenance of high quality of instruction and services to students as the primary factor.

The policy of the Cape Elizabeth School Board is to consider any job-share proposal on a case-by-case basis and to approve it only when the applicant(s) has demonstrated to the satisfaction of the School Board that the best interests of the Cape Elizabeth School Department will be served. Any proposal granted will be on a one-year basis only, and may be extended beyond that time at the discretion of the School Board.

1. Job-sharing opportunities apply to full-time positions within the Cape Elizabeth School Department. A full-time teaching position will remain full time when job shared. Each employee will receive their prorated share of their negotiated step salary and benefits. Job-share participants will not have their seniority affected.
2. Teachers in a job-share position will fulfill all required professional responsibilities in accordance with the provisions of the teacher contract and as determined by building administration.
3. Applications for job sharing must be received by the Superintendent by March 1 of the school year prior to the year for which application is being made. At the discretion of the Superintendent, applications of an emergency nature may be considered after the March 1 deadline. Applications will include purpose and reasons for the request. The Cape Elizabeth School Board will review and approve or disapprove applications presented to them.

Adopted: May 12, 1992
Reviewed: June 1998
June 10, 2003
December 14, 2004
September 10, 2013
June 9, 2026