

# MANTECA UNIFIED SCHOOL DISTRICT

## JOB SHARE REQUEST

Date Submitted: \_\_\_\_\_

School Year: \_\_\_\_\_

- First Year Job Share       Third Year (or longer) Job Share  
 Second Year Job Share

School Site: \_\_\_\_\_

### PARTNERS

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Check One:*

- Current Permanent Employee  
 Current School: \_\_\_\_\_  
 Current Grade/Assignment \_\_\_\_\_ Current % \_\_\_\_\_  
 Former Permanent Employee (within 5 years)  
 Last Date of Employment in District \_\_\_\_\_ % \_\_\_\_\_  
 School \_\_\_\_\_ Grade/Assignment \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Check One:*

- Current Permanent Employee  
 Current School: \_\_\_\_\_  
 Current Grade/Assignment \_\_\_\_\_ Current % \_\_\_\_\_  
 Former Permanent Employee (within 5 years)  
 Last Date of Employment in District \_\_\_\_\_ % \_\_\_\_\_  
 School \_\_\_\_\_ Grade/Assignment \_\_\_\_\_

### AGREEMENTS

Percent of Full Time Assignment \_\_\_\_\_

- NCLB Highly Qualified Assignment       EL Certified  
 Job Share Site \_\_\_\_\_  
 Grade Level/Subject \_\_\_\_\_ Track \_\_\_\_\_

*Check One:*

- I will retain the shared position if the job share is terminated (*first year only*).  
 My partner will retain the shared position if the job share is terminated.

I have read, understand, and agree to abide by the job share provisions in the master agreement.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Percent of Full Time Assignment \_\_\_\_\_

- NCLB Highly Qualified Assignment       EL Certified  
 Job Share Site \_\_\_\_\_  
 Grade Level/Subject \_\_\_\_\_ Track \_\_\_\_\_

*Check One:*

- I will retain the shared position if the job share is terminated (*first year only*).  
 My partner will retain the shared position if the job share is terminated.

I have read, understand, and agree to abide by the job share provisions in the master agreement.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

### ATTACHMENTS

Required Attachments from EACH Requesting Partner:

1. Copy of most recent **Checklist Summary Evaluation Report (not observations)** as a Manteca Unified School District employee.
2. First Year Job Shares: Employees must submit a letter requesting a leave of absence from the percentage of the assignment they will not be working.
3. Second Year Job Shares: Employees must submit a letter resigning the percentage of the assignment they will not be working.

### APPROVAL

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Site Administrator: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Director II, Certificated Personnel: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____