

## **APPENDIX E**

## CAMPBELL UNION SCHOOL DISTRICT

### **SHARED TEACHING CONTRACT GUIDELINES**

- Teachers who desire to share a contract are responsible for selecting a qualified and compatible partner.
- Together, the teachers will develop their plan for shared a contract including the details of responsibilities, percent of contract, etc.
- Teachers will complete the "Application for Shared Contract".
- Teachers will meet with the site principal to discuss their proposed plan.
- The principal will review the application and plan and submit his/her recommendation to the Human Resources supervisor.

#### **Qualifications for Teachers Requesting Shared Contract**

##### **Required**

1. Approval from the site Principal or department lead (for Special Education classes).
2. At least one of the partners must have permanent status as a certificated employee in Campbell Union School District (CUSD) in a related grade or area.
3. At least one of the partners must have a minimum of two (2) years of experience at a similar grade level or its equivalent.
4. The permanent employee(s) must have received three (3) consecutive years of satisfactory evaluations.
5. Applicants must have demonstrated skills in organization communication and collaboration.
6. Knowledge of and demonstrated ability to differentiate instruction to meet the needs of all learners.

##### **Preferred**

1. Familiarity with collegial support methods (teaming, peer coaching, problem solving, etc.).
2. Demonstrated leadership capabilities.
3. Partners have worked together previously at the same location or on a project.

# CAMPBELL UNION SCHOOL DISTRICT

## Application for Shared Contract

### A. RATIONALE FOR REQUEST

Attach a brief rationale for your request. Please be as specific as possible regarding advantages for the students, instructional program and school.

### B. TEACHING SCHEDULE

Attach a brief description of each teacher's responsibilities and/or subjects and days to be taught for the school year. Instructional schedule should provide for consistent teacher delivering specific content, i.e. math being taught daily by the same teacher.

### C. CONDITIONS OF AGREEMENT

1. Both teachers are to be available for joint parent conferences and will accommodate any requests for such. Special events, such as, Back to School, Open House, music programs, etc., will be the responsibility of both teachers to be arranged to the mutual satisfaction of both teachers and the principal.
2. Evaluation for the content areas will be consistent with the Collective Bargaining Agreement. Each teacher will be responsible for his/her own curriculum plans, other activities and special projects, i.e., science projects, assessment, computers.
3. A management plan for handling students, including daily routines will be outlined for the students and parents. A mutually agreed upon set of expectations and consequences will be the standard for student behavior. This plan will address all aspects of student management and will be distributed to students, parents and the principal.
4. During times when one (1) teacher in a shared contract is absent for any reason, the other teacher sharing the contract will be allowed to substitute for shared contract partner only.
5. Each of the above teachers will receive prorated sick leave and other mandated benefits based upon one FTE.
6. Each unit member working less than seventy-five percent (75%) shall accrue service credit for step advancement in direct relation to their percentage of employment. No unit member shall remain more than two (2) years on a single, existing, salary schedule step. Any unit member working seventy-five percent (75%) or more of any given school year shall receive a full year's service credit for each year worked.

# CAMPBELL UNION SCHOOL DISTRICT

## Shared Contract Agreement

1. Educational advancement (accumulated units) will remain the same as the current CUSD/CETA Agreement.
2. The Shared Contract plan is to be viewed as a one-year request. Continuation of the Shared Contract plan shall require a new request each year.
3. During the first weeks of school, the above teachers will hold a special meeting with parents to explain, a) the Shared Contract plan, and b) methods for parents to communicate with each teacher as the need arises.
4. All meetings concerning the relationship of the Shared Contract partnership will be attended by **both** teachers. Any informational meetings (i.e., staff, scheduling, etc.) will be attended by the partner working that specific day. It is the responsibility of the partners to keep each other informed. All decisions made concerning schedules, events, etc., will be made jointly and with concern for both partner's personal feelings, bias, and educational beliefs.
5. Both teachers will be available for parent conferences by using a rotating schedule.
6. During the effective dates of this agreement, permanent and probationary certificated employees sharing a contract are considered to be on unpaid leave from that portion of an FTE contract which the employee is sharing with another certificated employee.

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**We understand and agree with the conditions stated above. We accept these as conditions of employment under this Shared Contract Agreement.**

Teacher (print)	Teacher signature	Date
Teacher (print)	Teacher signature	Date
Principal (print)	Principal signature	Date
Superintendent / Designee (print)	Superintendent/Designee signature	Date