

WRIGHT ELEMENTARY SCHOOL DISTRICT
CERTIFICATED SHARED STAFFING AGREEMENT

Return to HR, with calendar, by start of shared assignment

Teacher 1 Name: _____ # Work Days: _____ FTE*: _____

Teacher 2 Name: _____ # Work Days: _____ FTE*: _____

* Attach a work day calendar with work days circled or highlighted.
Divide number of workdays reported on calendar by 186 to determine FTE for Payroll.
Calculate to the third decimal. Totals must equal 186 work days and 100% FTE.

By executing this agreement, job share partners agree to act as a substitute for each other, as needed and insofar as possible, by switching work days on the calendar.

Job Share partners agree to read and comply with Job Share parameters as outlined in [WEA Contract Article 18](#), including shared pro-rata benefits.

Notes: _____

Responsibilities:

ITEM	TEACHER #1	TEACHER #2
CLASSROOM		
CONFERENCES		
REPORT CARDS		
ADJUNCT DUTIES		
EXTRA CURRICULAR		
OPEN HOUSE, etc.		

How do you plan to maintain the continuity of the instructional program?

Teacher 1 Sign & Date: _____

Teacher 2 Sign & Date: _____

Principal Sign & Date: _____

Superintendent Initials: _____