

**MEMORANDUM OF UNDERSTANDING**  
Between the  
**NORTON CITY SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
And the  
**NORTON CLASSROOM TEACHERS ASSOCIATION**

This Memorandum of Understanding ("MOU") is made and entered into by and between the Norton City School District ("District") Board of Education ("Board") and the Norton Classroom Teachers Association ("Association").

WHEREAS, the Board and the Association are parties to a Negotiated Agreement having a term of July 1, 2024 through June 30, 2027 (the "Agreement"); and

WHEREAS, teaching employees Tracy Rainer and Laura Mattle (the "Employees") have expressed a willingness to job share the Norton Primary School Title I Instructor position; and,

NOW, THEREFORE, the parties hereby agree as follows:

**Section 1 Agreement Terms for job sharing:**

- **Job Sharing Team:** The job sharing team is composed of two (2) currently employed classroom teachers who share one full-time position.
- **Administrative Discretion:** Job sharing opportunities are at the discretion of administration.
- **Duration:** This job sharing arrangement will be for the entire school year.
- **Eligibility:** Employees with documented professional difficulties shall not be eligible for job sharing.
- **Annual Consideration:** Job sharing arrangements will be considered annually.
- **Schedule Determination:** The schedule to be worked by job sharing teachers shall be determined by the administration with input from the teachers involved.
- **Shared Responsibilities:** Responsibilities will be shared by the team, and the manner in which they are shared will be outlined and agreed upon.
- **Resignation Policy:** Resignation of one or both teachers during the year will require that the position be posted, and the building administrator will have the right to fill the position as they see fit, either with another job share or as a full-time position.
- **Future Part-Time Assignments:** Not being able to job share during a particular school year does not prevent a teacher from requesting a part-time assignment. However, such requests are at the sole discretion of administration. Once a teacher enters into a contract for a part-time position, they are only guaranteed that percentage of employment in future years.
- **Return to Full-Time:** If one or both members wish to return to full-time at the start of a new school year, they must continue job sharing until a full-time position for which they are certified becomes available.

**Section 2 Certification and Licensing:** Both employees must currently hold the necessary licenses to job share the position of Title I Instructor at Norton Primary School.

### **Section 3 Seniority and Benefits:**

- **Salary and Leave:** Job sharing teachers shall receive a prorated share of salary and leave benefits (i.e. sick leave, personal leave).
  - Prorated salary will be based on each individual teacher's step and education per the NCTA negotiated agreement.
- **Seniority:** Each teacher shall acquire one (1) year seniority for each year of job sharing work providing each teacher works a minimum of 120 days per year.
- **Insurance:** Only one job sharing employee will be eligible for insurance benefits and is responsible for all costs associated with the plan per the NCTA negotiated agreement.
  - Based on the agreement between both employees.
    - Tracy Rainer will be eligible for insurance benefits.
    - Laura Mattle will not be eligible for insurance benefits.

### **Section 4: Scheduling and Workload Distribution:**

- **Balanced Workload:**
  - Breakdown of days:
    - Laura Mattle: Monday A.M., Tuesday, Thursday
    - Tracy Rainer: Monday P.M., Wednesday, Friday
  - Employees cannot adjust the agreed-upon schedule.
- **Substitution:**
  - Job sharing teachers may substitute for each other or *within the district* at the normal substitute pay rate.
  - For extended leaves of absence, the substitute (or job sharing teacher, if available) will continue to be paid at the normal substitute pay rate, with no additional benefits.
- **Split Day Breakdown:**
  - A.M.: 8:35 - 12:12
  - P.M.: 12:13 - 3:50

### **Section 5 Coverage of Meetings:**

- Job sharing teachers who teach in the morning must attend all morning meetings.
- Job sharing teachers who teach in the afternoon must attend all afternoon meetings.
- *Job sharing teachers who attend the meeting shall provide a summary of the meeting to the non-attending job share teacher within forty-eight hours of the meeting.*
- Job sharing both teachers must attend all required evening meetings where requested, including RTI or IEP meetings.
- Both job sharing teachers must attend professional development days, field trips, and parent meetings.

**Section 6 Evaluations:** Staff will be required to complete evaluation schedules in their entirety based on negotiated agreements.

**Section 7:** This Agreement is for this job sharing arrangement only, and is not intended to create any past practice or precedent.

**Section 8:** In all other respects, the terms and conditions of the existing Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding on the \_\_\_\_ day of \_\_\_\_\_, 2025.

**NORTON CITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Treasurer

**EMPLOYEES**

\_\_\_\_\_  
Tracy Ranier

**NORTON CLASSROOM TEACHERS  
ASSOCIATION**

\_\_\_\_\_  
Association President

\_\_\_\_\_  
Laura Mattle