Apr 21, 2025

To whom it may concern:

We are requesting a job share position for the 2025-2026 school year. The purpose of requesting a job share position is to continue to provide intervention for our students and provide teacher support at CIS. This job share opportunity will allow us to fulfill our family obligations at home (grandchildren and elderly parents) and continue to provide our knowledge of teaching to students and faculty. We currently work successfully together in this position. We understand that according to Board Policy 5.1051:Job Sharing Guidelines, that this position is based on yearly approval by the board.

We appreciate your consideration in approving our 2025-2026 school year job share. Please find attached information detailing job duties and responsibilities for the next school year.

Sincerely,

Dusty Covington

Tammy Potts

April 21, 2025

To Mr. John Mullins and Hickman Co. Board Members,

I am requesting that you consider Dusty Covington and Tammy Potts for a job share position for the 2025-2026 school year at Centerville Intermediate School. Mrs. Covington and Mrs. Potts were each granted a 100 day contract previously at CIS.

Mrs. Covington is currently and has served as the Academic Facilitator for CIS for six years and served our school system for the last 17 years in teacher capacities.

Mrs. Potts retired December 2022 after working in Hickman and Rutherford County Schools. Mrs. Potts returned to her hometown and began working to fulfill the RTI needs at CIS. Mrs. Potts stepped up and took an active role while Mrs. Covington was out for a necessary medical leave. She shared the Academic Facilitator role this current year.

They have a reputation of high quality instructional strategies, effective communication with parents, students, and staff, and proven data showing these strengths. They will be a great asset to CIS for the upcoming school year.

Thank you for your time and consideration.

Sincerely,

Rose Korte Stites

2024-2025 Job Share Plan:

- Mrs. Covington will work Monday and Wednesday.
- Mrs. Potts will work Tuesday and Thursday.
- Fridays will be alternated.
- If approved, teachers will provide a detailed calendar for the 2024-2025 school year.
- Both teachers will attend inservice for the first full week, during the school year, professional development as necessary, and other required school activities.
- One teacher will fill in for the other teacher should the need arise as much as possible (rather than getting a substitute).
- Teachers will communicate effectively through notes, emails, or any necessary means to ensure that student and teacher needs are met.

Duties:

- Both teachers will work together to oversee RTI placement, schedules, fidelity checks, and implementation.
- Both will have a focus centered on helping teachers and students close the early learning gaps. Modeling when necessary.
- Both will have a curriculum/planning/data approach with teachers. Modeling when necessary.
- Both teachers will provide RTI instruction as needed.
- Both teachers will be available for testing purposes.
- Both teachers will assist administrators as needs arise.

Positives To Consider:

- Both teachers requesting job shares have had Level 5 effectiveness in the past.
- Teachers have almost 40+ years of combined experience working with students in grades Pre-K-5.
- Teachers successfully worked together as a team previously.
- Mrs. Potts is a retired teacher and through job share opportunities, she is able to continue to help students and teachers and not exceed her 120 days. This allows her to maintain her retirement status.
- In the event of unforeseen circumstances, the role does not suffer. For example, when Mrs. Covington was forced to take a medical leave in the past, Mrs. Potts was able to fulfill her duties.
- School system saves money due to teachers not receiving benefits.
- In studies done in the United States, all administrators surveyed agreed that job sharing had not diminished the quality of education… (Garman, 1988). Similarly, seventy-five percent of parents in another study felt that the quality of their children's education had either improved or stayed the same in job sharing classrooms.
- It is educationally valuable for students to be exposed to different styles and energies. They benefit from the variety and enjoy the enthusiasm of two different educators.