

Administrative Directive Title: Dual Teaching Arrangements	AD Number: 5.103.1	Adopted: April 2008 Former Descriptor: PER4
Policy References: Board Policy 5.103 - Job Descriptions	Revised: 2/14; 6/14; 9/18; 7/19; 7/23; 11/24	

1 A dual teaching arrangement is defined as two certified teachers share one full-time teaching position to
 2 allow flexibility in hiring. It is within the authority of the Director of Schools to approve a Dual Teaching
 3 Arrangement derived from one Board-approved certified position, in compliance with Board Policy
 4 5.103, to ensure the efficient operation of the school district. No more than two certified teachers may
 5 share a single certified position.

6 **APPROVAL PROCESS**

7 The principal shall initiate a request for a dual teaching arrangement. If a dual teaching arrangement is
 8 determined to be appropriate, the school principal shall develop a structured plan for the arrangement
 9 that details the coordination of responsibilities and procedures inherent to the role of a classroom teacher,
 10 including assigned workdays, teaching schedules, delegation of duties such as grading/record keeping,
 11 staff meetings, etc. Participation in extracurricular activities will be determined at the building level.
 12 This plan must be submitted to the Human Resources Director and Director of Schools for approval prior
 13 to the beginning of the dual teaching arrangement. Dual teaching arrangements shall be approved on an
 14 annual basis. Requests to continue a dual teaching arrangement must be submitted annually to the Human
 15 Resources Director by the first Friday in April.

16 **ARRANGEMENT REQUIREMENTS**

17 Both teachers must possess a valid Tennessee professional license and must be certified and endorsed in
 18 the appropriate academic areas.

19 Each teacher will be required to attend in-service days, parent-teacher conferences, staff meetings,
 20 professional/administrative/in-service days. Both teachers will share equally in duties assigned by the
 21 principal/supervisor. Both teachers will be required to collaborate to evaluate students and report
 22 progress to parents. Both teachers will contribute to the development of any individualized education
 23 plans (IEPs) or Section 504 plans, but only one teacher will be required to attend IEP meetings, unless
 24 exigent circumstances apply.

25 **COMPENSATION**

26 Teachers participating in a dual teaching arrangement will be placed on the district’s salary schedule
 27 pursuant to their experience and training. Their salary will be determined based on a percentage of this
 28 amount, calculated based on their assigned workdays. Teachers participating in a dual teaching
 29 arrangement will receive their paychecks pursuant to the certified 10-month pay schedule. Teachers
 30 eligible for career ladder payment will receive the equivalent of the percentage of the contracted days of
 31 the supplement provided by the State of Tennessee.

32 Teachers participating in a dual teaching arrangement will not be eligible to participate in group health
33 or group life insurance. Teachers participating in a dual teaching arrangement are considered part-time
34 employees for purposes of membership in the Tennessee Consolidated Retirement System (TCRS). Each
35 teacher will receive a percentage of the contracted days of service credit toward retirement with TCRS.

36 **EVALUATION**

37 Teachers participating in a dual teaching arrangement will be evaluated pursuant to the TEAM
38 framework by the school principal. Teachers must work one hundred and twenty (120) days or more will
39 be evaluated pursuant to the TEAM framework in compliance with State Board of Education Rule 0520-
40 02-01.

41 **TERMINATION OF DUAL TEACHING ARRANGEMENTS**

42 If either teacher takes a leave of absence, resigns, is promoted, is terminated, or otherwise leaves the
43 arrangement, the remaining teacher will assume full-time teaching responsibilities unless a new partner
44 is approved by the principal and the Human Resources Director.



Application for Dual Teaching Arrangement

This application must be completed by the school principal to request consideration of a Dual Teaching Arrangement. The completed application must be submitted to the Human Resources Director for consideration. A dual teaching arrangement must be reapproved annually, and applications are due to the Human Resources Director by the first Friday in April. Approval is at the discretion of the Director of Schools.

CERTIFIED EMPLOYEE INFORMATION

Teacher 1:

Name: _____

Current Position/School: _____ **Years of Experience:** _____

Certification/Endorsement Areas: _____

Teacher 2:

Name: _____

Current Position/School: _____ **Years of Experience:** _____

Certification/Endorsement Areas: _____

PROPOSED ARRANGEMENT DETAILS

Grade/Subject for Dual Teaching Arrangement: _____

Proposed Start Date: _____

Requested Schedule (if applicable): _____

Example: Teacher 1 - M/W/F; Teacher 2 - T/Th

COORDINATION PLAN

The district will work with applicants to finalize the details of the arrangement, including expectations for planning, communication, and collaboration. Applicants should provide preliminary ideas below.

Instructional Responsibilities

Describe how instructional responsibilities will be shared (e.g., lesson planning, grading, etc.):

Parent and Staff Communication

Describe the proposed approach to maintain consistent communication with parents and other staff members:

Classroom Management

Describe any preliminary thoughts on managing classroom routines and discipline:

Professional Development and Collaboration

Indicate how you will ensure alignment and collaboration for professional growth and classroom goals:

Miscellaneous Information

Use this section to provide any additional information, special considerations, or unique circumstances regarding the Dual Teaching Arrangement proposal.

Principal Signature: _____

Date: _____

