

**GLENDALE UNIFIED SCHOOL DISTRICT
Human Resources**

PARTNERSHIP TEACHING TEAM PROPOSAL FORM FOR 2022-2023

Use this form if you are requesting a partnership teaching position at your school. If you are requesting a Partnership teaching position at a different school, please follow District transfer procedures as well as submitting this form to Human Resources.

_____	New Program	Date submitted _____
_____	Updated Program	
_____	Transfer Requested	School _____
_____	No Changes	

Partnership Team: _____ / _____
(Permanent Employees only) (Name) (Name)

PARTNERSHIP TEACHING COMPONENTS

_____	Parent Orientation Meeting
_____	Both Present Entire First Week of School
_____	Scheduled Meetings to Assess Program
_____	Holidays Mutually Agreed To
_____	Daily Plan Book – Weekly Plan Book
_____	Special Areas to be Taught
_____	Reciprocity of Substituting
_____	Parent Conferences
_____	Evaluation Plan Developed
_____	Meeting with Principal to Assess Program
_____	Ongoing Scheduled Planning Sessions
_____	Both Work End of Year (Last two days with students)
_____	Discipline Plan
_____	Alternate Weekly Work Schedule
_____	Diary of Each Day’s Unusual Happenings
_____	Plan to Grade Students
_____	Staff Meetings Attended by Teacher on Duty, Notes Kept for Partner
_____	Both Attend Back-to-School Night and Open House
_____	Beginning of Year Letter to Parents
_____	Both Attend SBCP and District Staff Development Days

- **In a New Proposal:** All component areas must be addressed and a complete plan attached.
- **In Updated Programs:** A check is to be given in the areas updated and support materials attached.
- **All programs are to include a page showing the daily schedule.**

Special Note: Partnership Teaching can affect your full-time status requirements and service credit related to retirement (Early Retirement programs and STRS). Please email Dr. Kyle Bruich or Dr. Darneika Watson in Human Resources if you have specific questions.

Teachers’ Signatures _____ / _____ Date _____

Home Phone _____ / _____

Principal’s Approval _____ Date _____

Due in Human Resources by Friday, April 1, 2022 by 4:30