

CLERICAL/TECHNICAL WORK SCHEDULE 2018-19

	Begin	End	# days	Comments
<u>Campus Secretary</u>				
Elementary	7-16-18	6-06-19	206	
6 th Grade	7-12-18	6-12-19	212	
Elementary (Large)	7-12-18	6-12-19	212	(10 large complex schools)
Middle Schools	7-09-18	6-12-19	215	
North Heights	7-09-18	6-14-19	217	
High Schools	7-01-18	6-30-19	230	5 Unrestricted days*
<i>*The UNRESTRICTED days are to be taken with the approval of the supervisor.</i>				
<u>Campus Clerk/Attendance Clerks</u>				
Elementary	8-06-18	5-31-19	187	
Middle/High School	8-06-18	5-31-19	187	
AACAL	7-16-18	6-07-19	207	
<u>Career Planning Clerk</u>	8-13-18	5-31-19	180	Do not work Oct. 5 & Feb. 15
<u>No Limits Coach</u>	8-06-18	5-31-19	187	
<u>Testing Coordinators</u>	7-01-18	6-30-19	180	*Customized Calendar
<u>ACE Clerk</u>	7-23-18	6-11-19	204	
<u>Registrar</u> High School	7-23-18	6-07-19	202	
<u>Counselor Clerk</u>				
Middle School & N. Heights	7-23-18	6-04-19	199	
High School	7-23-18	6-07-19	202	
<u>Migrant Clerk</u>	7-23-18	6-17-19	208	
<u>ESL Clerk</u>	7-23-18	6-07-19	202	
<u>Bilingual/Reading Recovery Clerk</u>	7-23-18	6-17-19	208	
<u>Financial Clerk</u>				
High School	7-26-18	6-07-19	199	
High School	8-06-18	6-04-19	189	
<u>Library Clerks</u>				
High/Middle School	8-07-18	5-31-19	186	
6 th Grade Campus	8-13-18	5-31-19	180	Do not work Oct. 5 & Feb. 15
Elementary	8-13-18	5-31-19	180	Do not work Oct. 5 & Feb. 15
<u>ESD Site Coordinators</u>	8-06-18	5-31-19	187	
<u>Health Room Clerks</u>	8-10-18	5-31-19	181	Do not work Oct. 5 & Feb. 15
<u>Job Coaches High School</u>	8-08-18	5-31-19	183	Do not work Oct. 5 & Feb. 15
<u>Special Ed. Funded Teacher Asst</u>	8-10-18	5-31-19	181	Do not work Oct. 5 & Feb. 15
<u>Interpreters/Transliterators</u>	8-10-18	5-31-19	181	Do not work Oct. 5 & Feb. 15
<u>Instructional Assistants</u>	8-13-18	5-31-19	180	Do not work Oct. 5 & Feb. 15
ELL, Kindergarten, Pre-K, ESL				
<u>ISS/AEP</u>				
Coordinators (MS/HS)	8-08-18	5-31-19	183	Do not work Oct. 5 & Feb. 15
Ready Assistants N. Heights	8-08-18	5-31-19	183	Do not work Oct. 5 & Feb. 15
Coordinators Elementary	8-13-18	5-31-19	180	Do not work Oct. 5 & Feb. 15
AEP Assistants	8-13-18	5-31-19	180	Do not work Oct. 5 & Feb. 15

**All paraprofessional employees work their normal scheduled hours on
December 21, 2018, and May 24, 2019.**

Work calendars include four (4) make up days at the end to be used only if school is cancelled.

CLERICAL/TECHNICAL WORK SCHEDULE 2018-19

	Begin	End	# Days	Comments
<u>Parents as Teachers Asst.</u>	8-07-18	5-31-19	186	
<u>Migrant Recruiter</u>	7-31-18	6-06-19	195	
<u>ESC Clerical Staff</u>				
12 month staff	7-01-18	6-30-19	230	5 Unrestricted days <i>The UNRESTRICTED days are to be taken with the approval of the supervisor.</i>
Athletic Clerk	7-10-18	6-18-19	218	
Attend. Investigator/ESD Part time	7-27-18	5-31-19	193	
Special Programs Clerk	7-30-18	6-18-19	204	
ESC employees	7-10-18	6-18-19	218	
Families in Transition	7-31-18	6-06-19	195	
G/T Clerks	8-08-18	5-31-19	185	
Instrument Repair	7-01-18	6-30-19	221	*Customized Calendar
Library Clerks	8-08-18	5-31-19	185	
PC Help Desk	7-12-18	6-12-19	212	
Special Ed Secretary	7-09-18	6-27-19	226	
Special Ed Clerk	7-25-18	6-18-19	207	
Spec Ed Clerk – Plains	7-31-18	6-06-19	195	
Secretary	7-09-18	6-14-19	217	
ESD Asst Coordinator	7-16-18	6-07-19	207	
Communications Clerk	7-12-18	6-11-19	211	

All paraprofessional employees work their normal scheduled hours on December 21, 2018, and May 24, 2019.

Work calendars include four (4) make up days at the end to be used only if school is cancelled. Employees on a 230 day schedule will work with supervisors to adjust their schedule for missed days.

STAFF HOLIDAY SCHEDULE 2018-2019

July 4	Independence Day
September 3	Labor Day
October 8	Columbus Day
November 21, 22, 23	Thanksgiving
Dec. 24-Jan. 4	Winter Break
January 21	MLK
February 18	President's Day
March 11-15	Spring Break
April 19	Good Friday
May 27	Memorial Day

CAMPUS SCHEDULE

STUDENT EARLY RELEASE DAYS

December 21	*
May 24	*

***Faculty and staff work full day**

STAFF DEVELOPMENT DAYS

August	06
August	07
August	08
August	09
August	13
October	05
February	15

TEACHER PREPARATION DAYS

August	10
August	14
December	21 PM only
May	24 PM only