

CLERICAL/TECHNICAL WORK SCHEDULE 2019-20

	Begin	End	# days	Comments
<u>Campus Secretary</u>				
Elementary	7-15-19	6-04-20	206	
6 th Grade	7-11-19	6-10-20	212	
Elementary (Large)	7-11-19	6-10-20	212	(10 large complex schools)
Middle Schools	7-08-19	6-10-20	215	
North Heights & AACAL	7-08-19	6-12-20	217	
High Schools	7-01-19	6-30-20	230	6 Unrestricted days*
<i>*The UNRESTRICTED days are to be taken with the approval of the supervisor.</i>				
<u>Campus Clerk/Attendance Clerks</u>				
Elementary	8-05-19	5-29-20	187	
Middle/High School	8-05-19	5-29-20	187	
AACAL	7-22-19	6-05-20	202	
<u>No Limits Coach</u>				
	8-05-19	5-29-20	187	
<u>Testing Coordinators</u>				
	7-01-19	6-30-20	180	*Customized Calendar
<u>College, Career & Military Read</u>				
	7-22-19	6-09-20	204	
<u>Registrar</u> High School				
	7-22-19	6-05-20	202	
<u>Counselor Clerk</u>				
Middle School & N. Heights	7-22-19	6-02-20	199	
High School	7-22-19	6-05-20	202	
<u>Migrant Clerk</u>				
	7-22-19	6-15-20	208	
<u>ESL Clerk</u>				
	7-22-19	6-05-20	202	
<u>Bilingual/Reading Recovery Clerk</u>				
	7-22-19	6-15-20	208	
<u>Financial Clerk</u>				
High School	7-25-19	6-05-20	199	
High School	8-05-19	6-02-20	189	
<u>Library Clerks</u>				
High/Middle School	8-06-19	5-29-20	186	
6 th Grade Campus	8-12-19	5-29-20	180	Do not work Oct. 11 & Feb. 14
Elementary	8-12-19	5-29-20	180	Do not work Oct. 11 & Feb. 14
<u>ESD Site Coordinators</u>				
	8-05-19	5-29-20	187	
<u>Health Room Clerks</u>				
	8-09-19	5-29-20	181	Do not work Oct. 11 & Feb. 14
<u>Job Coaches High School</u>				
	8-07-19	5-29-20	183	Do not work Oct. 11 & Feb. 14
<u>Special Ed. Funded Teacher Asst</u>				
	8-09-19	5-29-20	181	Do not work Oct. 11 & Feb. 14
<u>Interpreters/Transliterators</u>				
	8-09-19	5-29-20	181	Do not work Oct. 11 & Feb. 14
<u>Instructional Assistants</u>				
ELL, Kindergarten, Pre-K, ESL	8-12-19	5-29-20	180	Do not work Oct. 11 & Feb. 14
<u>ISS/AEP</u>				
Coordinators (MS/HS)	8-07-19	5-29-20	183	Do not work Oct. 11 & Feb. 14
Ready Assistants N. Heights	8-07-19	5-29-20	183	Do not work Oct. 11 & Feb. 14
Coordinators Elementary	8-12-19	5-29-20	180	Do not work Oct. 11 & Feb. 14
AEP Assistants	8-12-19	5-29-20	180	Do not work Oct. 11 & Feb. 14

**All paraprofessional employees work their normal scheduled hours on
December 20, 2019, and May 22, 2020.**

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

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<u>Parents as Teachers Asst.</u>	8-06-19	5-29-20	186	
<u>Migrant Recruiter</u>	7-30-19	6-04-20	195	
<u>ESC Clerical Staff</u>				
12 month staff	7-01-19	6-30-20	230	6 Unrestricted days <i>The UNRESTRICTED days are to be taken with the approval of the supervisor.</i>
Americorp Clerk	7-15-19	6-05-20	207	
Athletic Clerk	7-09-19	6-16-20	218	
Attend. Investigator/ESD Part time	7-26-19	5-29-20	193	
Communications Clerk	7-10-19	6-08-20	211	
ESC employees	7-09-19	6-16-20	218	
ESD Asst Coordinator	7-15-19	6-05-20	207	
Families in Transition	7-30-19	6-04-20	195	
G/T Clerks	8-07-19	5-29-20	185	
Instrument Repair	7-01-19	6-30-20	221	*Customized Calendar
Library Clerks	8-07-19	5-29-20	185	
PC Help Desk	7-11-19	6-10-20	212	
Secretary	7-08-19	6-12-20	217	
Special Ed Secretary	7-08-19	6-25-20	226	
Special Ed Clerk	7-24-19	6-16-20	207	
Spec Ed Clerk – Plains	7-30-19	6-04-20	195	
Special Programs Clerk	7-29-19	6-16-20	204	

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STAFF HOLIDAY SCHEDULE 2019-2020

July 4, 5	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 27, 28, 29	Thanksgiving
Dec. 23-Jan. 3	Winter Break
January 20	MLK
February 14	President's Day
March 16-20	Spring Break
April 10	Good Friday
May 25	Memorial Day

CAMPUS SCHEDULE

STUDENT EARLY RELEASE DAYS

December 20	*
May 22	*

***Faculty and staff work full day**

STAFF DEVELOPMENT DAYS

August	06
August	07
August	08
August	09
October	11
February	14

TEACHER PREPARATION DAYS

August	05
August	12
December	20 PM only
May	22 PM only

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