

# FULL-TIME ANNUAL WORK SCHEDULE FOR 2009-2010 SCHOOL YEAR

This is the planned work year for various school level positions. The principal or manager, upon informing the payroll department of the change can adjust these, but the total days must not be exceeded. The first student day is August 13, 2009. The five paid holidays for the 2009-2010 school year are as follows: Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King, Jr. Day, and Friday of Spring Break.

## Elementary / Middle School Secretary Elementary School Bookkeeper

8 hour work day (214 days)  
(Unless assigned to 12 month position, then see 12 month position calendar below)

Will work Professional Development Days  
on October 20, 2009 and February 15, 2010

First Duty Day Both Positions: July 23, 2009  
Last Duty Day Both Positions: June 11, 2010

### Non-Duty Days:

September 7, 2009  
October 19, 2009  
November 25, **26**, 27, 2009  
December 21, 22, 23, 24, **25**, 28, 29, 30, 31, 2009  
January **1**, 2010  
January **18**, 2010  
April 2, 5, 6, 7, 8, **9**, 2010  
May **31**, 2010

## 11 Month High School Secretary, Guidance Secretary

7 hour work day (214 days)  
Will work Professional Development Day  
on October 20, 2009 and February 15, 2010

First Duty Day: July 23, 2009  
Last Duty Day: June 11, 2010

### Non-Duty Days:

September 7, 2009  
October 19, 2009  
November 25, **26**, 27, 2009  
December 21, 22, 23, 24, **25**, 28, 29, 30, 31, 2009  
January **1**, 2010  
January **18**, 2010  
April 2, 5, 6, 7, 8, **9**, 2010  
May 31, 2010

## 12 Month Positions (261 days)

8 hour day (July 1, 2009 to June 30, 2010)

### Non-Duty Days/Holidays:

July 3, 2009  
September 7, 2009  
October 19, 2009  
November 26, 27, 2009  
December 23, 24, 25, 30, 31, 2009  
January 1, 2010  
January 18, 2010  
April 2, 5, 2010  
May 31, 2010

## Bus Drivers/Attendants

First Duty Day: August 13, 2009  
Last Duty Day: May 21, 2010

Hours Vary Based On Route  
177 student days

**Sp. Ed. Teacher Assist.** \*(August 13, 2009 to May 21, 2010)  
**COTA/PTA/SLPA** \*(August 13, 2009 to May 21, 2010)  
**Library Assistant** (August 12, 2009 to May 24, 2010)

7 hour day  
177 student days  
2 teacher or training days\*  
5 holidays  
184 total days

\*Days Assigned, paid when training is completed.

## CTE Teacher Assistant – Child Care

8 hour day (August 6, 2009 to May 24, 2010)  
186 teacher days  
5 holidays  
191 total days

## Teacher Assistant

**CTE Teacher Assistant** (non childcare programs)  
7 hour day (August 13, 2009 to May 21, 2010)  
177 student days  
5 holidays  
182 total days

## Hispanic Liaison

7 hour day (August 6, 2009 to May 21, 2010)  
177 student days  
5 additional teacher days  
5 holidays  
187 total days

## School Nurse

7 hour day (August 6, 2009 to May 21, 2010)  
177 student days  
5 assigned training days  
5 holidays  
187 total days

## OT & PT

7 hour day (July 29, 2009 to May 27, 2010)  
13 additional days\*\*  
177 student days  
5 teacher days  
5 holidays  
200 total days

## Cafeteria Manager

8 hour day (August 7, 2009 to May 24, 2010)  
174 full student days(May fluctuate depending on meal participation)  
4 in-service days\*\*  
4 clean-up days\*\*  
1 closing day  
2 summer freezer check days\*\*  
5 holidays  
190 total days

## Cafeteria Worker

6 to 7 hour day (August 12, 2009 to May 21, 2010)  
174 full student days(May fluctuate depending on meal participation)  
2 clean-up days\*\*  
5 holidays  
181 total days