

# CLASSIFIED FULL-TIME ANNUAL WORK SCHEDULE 2018-2019 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 **Friday, August 10, 2018** (half day).

The five paid holidays for the 2018-2019 school year are: **Thanksgiving Day** (Thursday, Nov. 22), **Christmas Day** (Tuesday, Dec. 25), **New Year's Day** (Tuesday, Jan. 1), **Martin Luther King Jr. Day** (Monday, Jan. 21), and **Friday of Spring Break** (Friday, Mar. 22).

The last student day is **Thursday, May 23, 2019** (half day).

## ➤ 12 Month Positions (260 days):

8 hour work day (*July 1, 2018 to June 30, 2019*)

### **Non-Duty Days/Holidays:**

July 4, 2018  
September 3, 2018  
October 19, 2018  
November 22, 23, 2018  
December 24, 25, 26, 31, 2018  
January 1, 2, 21, 2019  
March 22, 2019  
April 19, 2019  
May 27, 2019

## ➤ 11 Month High School Secretary / Guidance Secretary (214 days):

7 hour work day (*July 17, 2018 to June 7, 2019*)

Above positions will work Professional Development Days on:  
January 3, 4, 2019

### **Non-Duty Days/Holidays:**

September 3, 2018  
October 17, 18, 2018  
November 19, 20, 21, **22**, 23, 2018  
December 24, **25**, 26, 27, 28, 31, 2018  
January **1**, 2, **21**, 2019  
March 18, 19, 20, 21, **22**, 2019  
April 19, 2019  
May 27, 2019

## ➤ 10 Month Positions:

**\*Sp. Ed. Teacher Assist.** (*August 10, 2018 to May 23, 2019*)

**\*Edu. Interpreter-Hearing** (*August 10, 2018 to May 23, 2019*)

**Library Assistant** (*August 9, 2018 to May 24, 2019*)

7 hour work day

175.5 student days  
2 \*teacher or training days  
5 holidays  
182.5 total days

\*Days Assigned, paid when training is completed.

## ➤ 10 Month Positions (cont.):

### Teacher Assistant

7 hour work day (*August 10, 2018 to May 23, 2019*)

175.5 student days  
5 holidays  
180.5 total days

### CTE Teacher Assistant (Child Care)

8 hour work day (*August 3, 2018 to May 24, 2019*)

186 teacher days  
5 holidays  
191 total days

### OT and PT

7 hour work day (*August 7, 2018 to May 24, 2019*)

175.5 student days  
6.5 \*teacher/admin days  
10 additional days  
5 holidays  
197 total days

\*Days Assigned, paid when training is completed.

### Cafeteria Manager

8 hour work day (*August 10, 2018 to May 23, 2019*)

175 serving days  
3 in-service days (assigned by supervisor)  
1 closing day  
2 delivery days  
5 holidays  
186 total days

### Cafeteria Worker

6 to 7 hour work day (*August 10, 2018 to May 22, 2019*)

175 serving days  
5 holidays  
180 total days

### Bus Drivers/Attendants

Hours vary based on route (*August 10, 2018 to May 23, 2019*)

177 student days  
3 holidays  
180 total days