



Jackson-Madison County School System

Duty Schedule 2024-2025
Support Staff
(Excluding Twelve (12) Month Employees)

<u>POSITION</u>	<u>FIRST DAY ON DUTY</u>	<u>DAYS PRIOR TO IN-SERVICE</u>	<u>DAYS AFTER THE LAST INSTRUCTIONAL DAY</u>	<u>LAST DAY ON DUTY</u>
#1 High School Secretaries	7/22/2024	5	10	6/9/2025
#1 Middle School Secretaries	7/22/2024	5	10	6/9/2025
#2 High School Secretaries	7/15/2024	10	5	6/2/2025
#2 Middle School Secretaries	7/15/2024	10	5	6/2/2025
Attendance Secretaries	7/15/2024	10	5	6/2/2025
Elementary Secretaries	7/15/2024	10	5	6/2/2025

- All School Secretaries are scheduled to work their regular schedule for all In-Service and Professional Development Days. They **are also** scheduled to work during the extended hours of Parent-Teacher Conferences.

<u>POSITION</u>	<u>FIRST DAY ON DUTY</u>	<u>DAYS PRIOR TO IN-SERVICE</u>	<u>DAYS AFTER THE LAST INSTRUCTIONAL DAY</u>	<u>LAST DAY ON DUTY</u>
Guidance Clerks	7/22/2024	5	5	6/2/2025

- All Guidance Clerks are scheduled to work their regular schedule for all In-Service, Professional Development, and Parent Teacher Conference Days. They **are not** scheduled to work the extended hours of Parent-Teacher Conferences.



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Food Service Field Managers	7/12/2024	11	5	6/2/2025

- All Food Service Field Managers are scheduled to work their regular schedule for all In-Service, Professional Development, and Parent Teacher Conference Days. They **are not** scheduled to work the extended hours of Parent-Teacher Conferences.

<u>POSITION</u>	<u>FIRST DAY ON DUTY</u>	<u>DAYS PRIOR TO IN-SERVICE</u>	<u>DAYS AFTER THE LAST INSTRUCTIONAL DAY</u>	<u>LAST DAY ON DUTY</u>
Educational Assistants	7/29/2024	0	0	5/23/2025
Special Education Assistants	7/29/2024	0	0	5/23/2025
School Nurses, Title I Assistants	7/29/2024	0	0	5/23/2025
ISS Monitors	7/29/2024	0	0	5/23/2025
Transitional Coaches	7/29/2024	0	0	5/23/2025
Transitional Case Managers	7/29/2024	0	0	5/23/2025
Workplace Readiness Specialists	7/29/2024	0	0	5/23/2025

- All the above positions are scheduled to work their regular schedule for all In-Service, Professional Development, and Parent Teacher Conference Days. They **are not** scheduled to work the extended hours of Parent-Teacher Conferences.

Revised 4/26/2024