



Jackson-Madison County School System

Duty Schedule 2023-2024
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	7/24/2023	5	10	6/10/2024
#1 Middle School Secretaries	7/24/2023	5	10	6/10/2024
#2 High School Secretaries	7/17/2023	10	5	6/3/2024
#2 Middle School Secretaries	7/17/2023	10	5	6/3/2024
Attendance Secretaries	7/17/2023	10	5	6/3/2024
Elementary Secretaries	7/17/2023	10	5	6/3/2024

- 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	7/24/2023	5	5	6/3/2024

- 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	7/14/2023	11	5	6/3/2024

- 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	7/31/2023	0	0	5/24/2024
Special Education Assistants	7/31/2023	0	0	5/24/2024
School Nurses, Title I Assistants	7/31/2023	0	0	5/24/2024
ISS Monitors	7/31/2023	0	0	5/24/2024
Transitional Coaches	7/31/2023	0	0	5/24/2024
Transitional Case Managers	7/31/2023	0	0	5/24/2024
Workplace Readiness Specialists	7/31/2023	0	0	5/24/2024

- 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 5/22/2023