



## Jackson-Madison County School System

Duty Schedule 2022-2023  
 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	7/25/2022	5	10	6/12/2023
#1 Middle School Secretaries	7/18/2022	10	5	6/5/2023
#2 High School Secretaries	7/18/2022	10	5	6/5/2023
#2 Middle School Secretaries	7/18/2022	10	10	6/12/2023
Attendance Secretaries	7/18/2023	10	5	6/5/2023
Elementary Secretaries	7/18/2023	10	5	6/5/2023

- *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	7/25/2022	5	5	6/5/2023

- *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	7/15/2022	11	5	6/5/2023

- *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	8/01/2022	0	0	5/26/2023
Special Education Assistants	8/01/2022	0	0	5/26/2023
School Nurses, Title I Assistants	8/01/2022	0	0	5/26/2023
ISS Monitors	8/01/2022	0	0	5/26/2023
Transitional Coaches	8/01/2022	0	0	5/26/2023
Transitional Case Managers	8/01/2022	0	0	5/26/2023
Workplace Readiness Specialists	8/01/2022	0	0	5/26/2023

- *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 5/20/2022