

DUTY SCHEDULE 2018-2019

Support Staff

(Excluding Twelve (12) Month Employees)



Position	First Day on Duty	Days Prior to In-service	Days After the Last Instructional Day	Last Day on Duty
#1 High School Secretaries #1 Middle School Secretaries	7/24/2018	5	10	6/10/2019
#2 High School Secretaries #2 Middle School Secretaries Attendance Secretaries Elementary Secretaries	7/17/2018	10	5	6/3/2019

*** 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.*

Guidance Clerks	7/24/2018	5	5	6/3/2019
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***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.*

Food Service Field Managers and Coordinated School Health Employees	7/16/2018	11	5	6/3/2019
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***All Food Service Field Managers and Coordinated School Health Employees 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.*

Educational Assistants, Special Education Assistants, School Nurses, Title I Assistants, ISS Monitors, Transitional Coaches, Transitional Case Managers, and Work Place Readiness Specialists	7/31/2018	0	0	5/24/2019
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***All Educational Assistants, Special Education Assistants, School Nurses, Title I Assistants, ISS Monitors, Transitional Coaches, Transitional Case Managers, and Work Place Readiness Specialists 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.*