

**DAVIS SCHOOL DISTRICT
CLASSIFIED EMPLOYEES WORK SCHEDULE IN SCHOOLS 2020-21**

ELEMENTARY

Elementary Librarians:

Enrollment	Hours Per Day	Days Per Year
Year Round 900+ (on a daily basis)	8.0	227
Traditional 900+	8.0	180
Year Round 800+ (on a daily basis)	7.5	227 ⇨
Traditional 800+	7.5	180
Year Round - below 800 (on a daily basis)	7	225
700 - 799	7	180
699 and below	6.5	180

⇨ Per Belinda Kuck, Gwen Hill, John Sheffield, and Helene Van Natter

SEM Assistants:

Enrollment	Hours Per Day	Days Per Year
Year Round 800+ (on a daily basis)	3.6	224
Traditional 800+	3.6	178
Year Round - below 800 (on a daily basis)	3.0	224
Traditional 551 - 799	3.0	178
550 and below	2.4	178

Playground/Lunch/Office Assistants: (These are part-time hours, limited to 3.9 hours per day per individual.)

Enrollment	Hours Per Day	Days Per Year
Year Round	14.3	227
Traditional (1000<)	14.5	178
Traditional (900-999)	14.4	178
Traditional (800-899)	14.3	178
Traditional (700-799)	14.2	178
Traditional (600 - 699)	12.9	178
Traditional (400 - 599)	12.4	178
Traditional (<400)	11.4	178

Secretaries:

Enrollment	Hours Per Day	Days Per Year
Year Round	8 hrs./day	257
600 - 1,000	8 hrs./day	212 *
400 - 599	8 hrs./day	202 *

Each traditional elementary school is allocated an additional 80 hours for secretaries working on timely registration, attendance, accounting, or other computer functions, to be used under the direction of the principal. Title I schools receive an additional 40 hours per year to be used in the summer months.

* These days include 10 paid holidays.

** Authorized secretarial days per year shall be based on the July 1st projected enrollment. No decrease in days shall occur during the school year and increases will be considered on a case-by-case basis.

SECONDARY

Secretaries:

<u>High Schools</u>	<u>Hours Per Day</u>	<u>Days Per Year</u>
1 Head Secretary	8 hours at Grade 10	257
1 12-month Secretary	7.5 hours at Grade 6	257
2 Secretaries	7.5 hours at Grade 6	202
1 Secretary	7.5 hours at Grade 6	178
Citizenship/ISS	7.5 hours at Grade 4	176
Office Assistant	3.9 hours at Grade 3	176
CTE Secretary	7.5 hours at Grade 6	192
<i>Additional Staffing:</i>		
1800 + students	3.9 hours at Grade 3	176
2000 + students	3.9 hours at Grade 3	176

<u>Jr. High Schools</u>	<u>Hours Per Day</u>	<u>Days Per Year</u>
1 Head Secretary	8 hours at Grade 9	257
1 Attendance Secretary	7.5 hours at Grade 6	202
Citizenship/ISS	7.0 hours at Grade 4	176
2 Office Assistants	3.9 hours at Grade 3	176
<i>Additional Staffing:</i>		
1000+ students	3.9 hours at Grade 3	176
1200+ students	3.9 hours at Grade 3	176

Each secondary school is allocated an additional 40 hours for secretaries working on attendance, accounting, or other computer functions to be used under the direction of the principal.