



MEMORANDUM

TO: Principals
 Associate Principals
 Supervisor of Deaf & Hard of Hearing
 Supervisor of Wing Lake Developmental Center

FROM: Human Resources

RE: Work Year for Less than 12 - Month Secretarial Staff - Reminder

The following is a summary of the work year for secretarial staff that work less than 12 months.

Position	Schedule
Elementary Secretary	Two weeks before and two weeks after the school year
Middle School Principal's Secretary	Eleven month position; does not work the month of July
Middle School Attendance Secretary	One week before and two weeks after the school year
High School Associate Principal, Counseling (including Int'l Academy), Athletics/MYP/IB Secretary	Two weeks before and two weeks after the school year or three weeks before and one week after
High School Attendance Secretary	Two weeks before and one week after the school year (reduced one week; reduced week may be used for registration)
High School Athletics/IB/Special Education Secretary	Two weeks before and two weeks after the school year
Bowers Academy & Model High/Educational Equity School Secretary	Three weeks before and two weeks after the school year
Deaf & Hard of Hearing Secretary	Two weeks before and two weeks after
** All other secretaries work 12 months **	

***Note:** The principal or supervisor may schedule the allotted work weeks to meet the building needs. For example, elementary secretaries are scheduled two weeks before and two weeks after the school year. Start and stop times could be scheduled 2.5 weeks before school starts and 1.5 weeks after school ends.