

**DAVIS SCHOOL DISTRICT  
CLASSIFIED EMPLOYEES WORK SCHEDULE IN SCHOOLS 2022-23**

**ELEMENTARY**

***Elementary Librarians:***

<b>Enrollment</b>	<b>Hours Per Day</b>	<b>Days Per Year</b>
900+	8.0	178
800+	7.5	178
700 - 799	7	178
699 and below	6.5	178

***SEM Assistants:***

<b>Enrollment</b>	<b>Hours Per Day</b>	<b>Days Per Year</b>
800+	3.6	174
551 - 799	3.0	174
550 and below	2.4	174

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

<b>Enrollment</b>	<b>Hours Per Day</b>	<b>Days Per Year</b>
1,000 +	14.5	174
900-999	14.4	174
800-899	14.3	174
700-799	14.2	174
600 – 699	12.9	174
400 – 599	12.4	174
Below 400	11.4	174

***Secretaries:***

<b>Enrollment</b>	<b>Hours Per Day</b>	<b>Days Per Year</b>
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 1<sup>st</sup> 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	176
1 Secretary	7.5 hours at Grade 6	176
Office Assistant	3.9 hours at Grade 3	174
CTE Secretary	7.5 hours at Grade 6	192
<i>Additional Staffing:</i>		
1800 + students	3.9 hours at Grade 3	174
2000 + students	3.9 hours at Grade 3	174

<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
1 Secretary	7.0 hours at Grade 6	174
2 Office Assistants	3.9 hours at Grade 3	174
<i>Additional Staffing:</i>		
1000+ students	3.9 hours at Grade 3	174
1200+ students	3.9 hours at Grade 3	174

*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.*