

2023-2024

SMBSD – Human Resources

**CLASSIFIED EMPLOYEE START AND END DATES**  
for school-site-assigned employees working less than 12-months

Job Title	# of Work Days	Return to Work from Summer Break	Return to Work from Winter Break	Last Day of Work
SCHOOL OFFICE MANAGER	200	Tuesday, August 1, 2023 (7 days before students return)	Wednesday, January 3, 2024 (4 days before students return)	Tuesday, June 18, 2024 (10 days after students leave)
ATTENDANCE CLERK	190	Thursday, August 3, 2023 (5 days before students return)	Monday, January 8, 2024 (1 day before students return)	Monday, June 10, 2024 (4 days after students leave)
TECHNOLOGY SUPPORT TECHNICIAN I	190	Wednesday, August 2, 2023 (6 days before students return)	Monday, January 8, 2024 (1 day before students return)	Friday, June 7, 2024 (3 days after students leave)
CLERK TYPIST I	200	Tuesday, August 1, 2023 (7 days before students return)	Wednesday, January 3, 2024 (4 days before students return)	Tuesday, June 18, 2024 (10 days after students leave)
CLERK TYPIST III	200	Tuesday, August 1, 2023 (7 days before students return)	Wednesday, January 3, 2024 (4 days before students return)	Tuesday, June 18, 2024 (10 days after students leave)
<ul style="list-style-type: none"> <li>• CAFETERIA MANAGER I, II &amp; III</li> <li>• CLERK TYPIST III (Project)</li> <li>• COMMUNITY LIAISON</li> <li>• FOOD SERVICE WORKER I &amp; II</li> <li>• HEALTH ASSISTANT I / II</li> <li>• INSTRUCTIONAL ASSISTANT</li> </ul> Instructional Assistant I Instructional Assistant II-Bilingual/Bicultural Instructional Assistant II-Migrant/Bilingual Instructional Assistant II-Reading Skills Dev. Instructional Assistant II-Special Education Instructional Assistant III – Severely Handicapped	180	Thursday, August 10, 2023 (First day for students)	Tuesday, January 9, 2024 (Students return on this date)	Tuesday, June 4, 2024 (Last day for students)
<ul style="list-style-type: none"> <li>• LIBRARY MEDIA CLERK I</li> <li>• STUDENT SUPERVISION AIDE</li> </ul>				