

MEMO

Work Year Calendars 2023-2024

TO: District Administrators and Classified Personnel
FROM: Human Resources
Subject: Classified Employees Work Schedule 2023-2024
Date: July 15, 2023

Below is the work schedule for all classified employees for the 2023-2024 school year. Please note that the information accurately reflects the work schedule for the classification list. Any exceptions will be addressed on an individual basis.

2023-2024 CSEA WORK YEAR MEMO

POSITION	RETURN DATE	LAST WORK DATE	PAID DAYS
Campus Safety Monitor-Secondary	8/8/2023	6/3/2024	207
Child Nutrition Assistant	8/8/2023	6/3/2024	207
Child Nutrition Assistant Specialist - High School	8/8/2023	6/3/2024	207
Child Nutrition Cook	8/8/2023	6/3/2024	207
Child Nutrition Floating Specialist	8/8/2023	6/3/2024	207
Child Nutrition Specialist - Elementary	8/8/2023	6/3/2024	207
Child Nutrition Specialist - High School	8/8/2023	6/3/2024	207
Child Nutrition Specialist - Middle School	8/8/2023	6/3/2024	207
Instructional Assistant Classroom	8/8/2023	6/3/2024	207
Licensed Vocational Nurse	8/8/2023	6/3/2024	207
Reading Intervention Support Specialist	8/8/2023	6/3/2024	207
School Bus Driver	8/8/2023	6/3/2024	207
Van Driver	8/8/2023	6/3/2024	207
WorkAbility Assistant	8/8/2023	6/3/2024	207
WorkAbility Training Specialist	8/8/2023	6/3/2024	207
Child Welfare & Attendance Specialist	8/7/2023	6/3/2024	208 A
Early Childhood Special Education Assistant	8/7/2023	6/3/2024	208 A
Early Childhood Associate Educator	8/7/2023	6/3/2024	208 A
Educational Interpreter	8/7/2023	6/3/2024	208 A
Paraprofessional - Specialty Visual Impairment	8/7/2023	6/3/2024	208 A
Paraprofessional Extensive Support Needs	8/7/2023	6/3/2024	208 A
Paraprofessional Instructional Support	8/7/2023	6/3/2024	208 A
Paraprofessional Mild-Moderate	8/7/2023	6/3/2024	208 A
Registered Behavior Technician	8/7/2023	6/3/2024	208 A
Wellness Center Support Specialist	8/7/2023	6/3/2024	208 A
Employment Training Specialist	8/8/2023	6/3/2024	208 B
Adult with Disabilities Transition Specialist **	8/2/2023	6/4/2024	212
Health Services Assistant**	8/2/2022	6/4/2024	212
Occupational Therapist**	8/2/2022	6/4/2024	212
Physical Therapist**	8/2/2022	6/4/2024	212
WorkAbility Specialist **	8/2/2023	6/4/2024	212
Child Nutrition Specialist II	8/2/2023	6/7/2024	217
Child Nutrition Warehouse Utility Technician	8/2/2023	6/7/2024	217

Administrative Secretary I*	7/25/2023	6/7/2024	222
Administrative Secretary II*	7/25/2023	6/7/2024	222
Child Nutrition Services Technician	7/25/2023	6/7/2024	222
Library/Media Assistant I *	7/25/2023	6/7/2024	222
Library/Media Assistant II *	7/25/2023	6/7/2024	222
Library/Media Assistant III *	7/25/2023	6/7/2024	222
Secretary I School*	7/25/2023	6/7/2024	222
Secretary II School*	7/25/2023	6/7/2024	222
Administrative Secretary II*	7/17/2023	6/21/2024	241
District Parent Liaison *	7/17/2023	6/21/2024	241
Registrar*	7/17/2023	6/21/2024	241
Secretary II School*	7/17/2023	6/21/2024	241
Accounts Payable/Receivable	7/1/2023	6/30/2024	YR
Accounts Specialist I	7/1/2023	6/30/2024	YR
Administrative Secretary - District	7/1/2023	6/30/2024	YR
Assessment & Accountability Specialist	7/1/2023	6/30/2024	YR
Assessment Analyst	7/1/2023	6/30/2024	YR
Budget Analyst	7/1/2023	6/30/2024	YR
Communications & Community Relations Asst.	7/1/2023	6/30/2024	YR
Custodian I	7/1/2023	6/30/2024	YR
Custodian II	7/1/2023	6/30/2024	YR
Data Administrator	7/1/2023	6/30/2024	YR
District Receptionist/Office Assistant	7/1/2023	6/30/2024	YR
Early Childhood Assistant	7/1/2023	6/30/2024	YR
Early Childhood Educator	7/1/2023	6/30/2024	YR
Early Childhood Site Lead	7/1/2023	6/30/2024	YR
Early Learning and Expanded Care Analyst	7/1/2023	6/30/2024	YR
Executive Secretary	7/1/2023	6/30/2024	YR
Expanded Learning Educator	7/1/2023	6/30/2024	YR
Expanded Learning Lead	7/1/2023	6/30/2024	YR
Expanded Learning Program Lead	7/1/2023	6/30/2024	YR
Expanded Learning Site Lead	7/1/2023	6/30/2024	YR
General Maintenance Worker	7/1/2023	6/30/2024	YR
Graphics Specialist	7/1/2023	6/30/2024	YR
Groundskeeper	7/1/2023	6/30/2024	YR
Head Custodian I	7/1/2023	6/30/2024	YR
Head Custodian II	7/1/2023	6/30/2024	YR
Head Custodian III	7/1/2023	6/30/2024	YR
Human Resources Analyst	7/1/2023	6/30/2024	YR
Human Resources Substitute Services	7/1/2023	6/30/2024	YR
Human Resources Technician I	7/1/2023	6/30/2024	YR
Human Resources Technician II	7/1/2023	6/30/2024	YR
Instructional Materials Technician II	7/1/2023	6/30/2024	YR
Lead Child Nutrition Operations	7/17/2023	6/30/2024	YR
Lead Graphics Specialist	7/1/2023	6/30/2024	YR

Lead Grounds Maintenance Worker	7/1/2023	6/30/2024	YR
Lead Library/Media Support Specialist	7/1/2023	6/30/2024	YR
Lead Night Custodian	7/1/2023	6/30/2024	YR
Lead Skilled Maintenance Worker	7/1/2023	6/30/2024	YR
Lead Warehouse Worker	7/1/2023	6/30/2024	YR
Mechanic	7/1/2023	6/30/2024	YR
Mechanic Assistant	7/1/2023	6/30/2024	YR
Network Administrator	7/1/2023	6/30/2024	YR
Office Specialist I	7/1/2023	6/30/2024	YR
Office Specialist II District	7/1/2023	6/30/2024	YR
Payroll-Retirement Analyst	7/1/2023	6/30/2024	YR
Purchasing Specialist I	7/1/2023	6/30/2024	YR
Purchasing Specialist II	7/1/2023	6/30/2024	YR
Senior Systems Administrator	7/1/2023	6/30/2024	YR
Skilled Maintenance Worker	7/1/2023	6/30/2024	YR
Special Education Information Systems Specialist	7/1/2023	6/30/2024	YR
Student Information Specialist	7/1/2023	6/30/2024	YR
Systems Administrator	7/1/2023	6/30/2024	YR
Technology Specialist I	7/1/2023	6/30/2024	YR
Technology Specialist II	7/1/2023	6/30/2024	YR
Technology Specialist III	7/1/2023	6/30/2024	YR
Warehouse/Delivery Driver	7/1/2023	6/30/2024	YR
Youth Development Specialist	7/1/2023	6/30/2024	YR
Youth Development Specialist - Newcomer Programs	7/2/2023	7/1/2024	YR
Bus Driver/Safety Instructor	7/1/2022	6/30/2023	YR
HVAC Engineer	7/1/2022	6/30/2023	YR
Instructional Materials Technician I			TBD
* At the discretion of the site administrator, an employee who works the one or two teacher work days during the school year shall work three (3) or four (4) days following the last student attendance day.			