



Barstow Unified School District
Personnel Services

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April 30, 2024

TO: Principals, Classified Managers, School Secretaries, District Office Staff
FROM: Jorge Gutierrez, Assistant Superintendent, Personnel Services *JG*
SUBJECT: 2024-2025 Work Year Beginning and Ending Dates of Employment for Classified Personnel

Below is the schedule of beginning and ending dates for employees who work less than and equal to 260 days
 (Less than and equal to 12 month classified employees) for the 2024-2025 school year.

# Days Worked/Workdays Per Yr.	Position Classification
4K Preschool Classified Employees 177 paid workdays per year (M-Thu) <i>(3/24/25 Non-Workday UNLESS needed to Offset an inclement weather/snow day)</i> 7/29/24 – 6/5/25 <i>(10/28/24 Non-Workday)</i>	4K Preschool- Paraeducators, Only
215 paid workdays per year <i>(3/24/25 Non-Workday UNLESS needed to Offset an inclement weather/snow day)</i> 7/25/24 – 5/30/25 <i>(10/28/24 Non-Workday)</i>	<i>Campus Security Assistant – All</i> <i>Campus Safety Assistant – All</i> <i>Career Center Tech – BHS</i> <i>CTE Specialist - BHS</i> F, M & O Custodian (Save the Children) <i>Library Media Assistant – Elem (4K-4)</i> <i>Nutrition Services Worker – All</i> <i>Office Assistant – Nutrition Services</i> <i>Paraeducator – All (except 4K)</i> <i>School Site SPED 504 Liaison - PPS</i>
230 paid workdays per year <i>(3/24/25 Non-Workday UNLESS needed to Offset an inclement weather/snow day)</i> 7/22/24 – 6/13/25	<i>Delivery Driver - Nutrition Services</i> <i>Health Assistant – All</i> <i>Library Media Assistant – BHS, BJHS, BIS, STEM</i> <i>Library Media Tech – BHS, BJHS</i> <i>Licensed Vocational Nurse</i> <i>Office Assistant – K-8, CHS & CEC</i> <i>School Accounting Tech. – BHS</i> <i>Secretary – BJHS, BIS</i> <i>Sr. Office Assistant – All (except BHS Guidance)</i> <i>Translator/Interpreter Spanish - English</i>
240 paid workdays per year <i>(3/24/25 Non-Workday UNLESS needed to Offset an inclement weather/snow day)</i> 7/17/24 – 6/19/25	<i>Admin Assistant – School – ALL K-8 and CHS</i> <i>Guidance Office Support Tech – BHS</i> <i>Registrar – CEC</i> <i>Secretary - BHS</i> <i>Sr. Office Assistant – BHS (Guidance)</i>
260 paid workdays per year <i>(12/23/24 Non-Workday)</i>	<i>Admin Assistant - Dept.</i> <i>Admin Assistant - School - BHS</i> Custodians <i>CWA Technician</i> <i>Delivery Driver – Purchasing/Warehouse</i> District Office – All Staff Facilities, Maint and Ops – All Staff Information Technology – All Staff <i>Instructional Media Center Technician</i> <i>Nutrition Services Support Technician</i> <i>Office Assistant - PPS</i> <i>Outreach Liaison - PPS</i> <i>Pupil Svcs. Tech – PPS</i>