

2024-2025

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	Thursday, August 1, 2024 (10 days before students return)	Wednesday, January 8, 2025 (4 days before students return)	Wednesday, June 18, 2025* (6 days after students leave)
ATTENDANCE CLERK	190	Wednesday, August 7, 2024 (6 days before students return)	Monday, January 13, 2025 (1 day before students return)	Friday, June 13, 2025 (3 days after students leave)
TECHNOLOGY SUPPORT TECHNICIAN I	190	Wednesday, August 7, 2024 (6 days before students return)	Monday, January 13, 2025 (1 day before students return)	Friday, June 13, 2025 (3 days after students leave)
CLERK TYPIST I & III	200	Thursday, August 1, 2024 (10 days before students return)	Wednesday, January 8, 2025 (4 days before students return)	Wednesday, June 18, 2025* (6 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 15, 2024 (First day for students)	Tuesday, January 14, 2025 (Students return on this date)	Tuesday, June 10, 2025 (Last day for students)

\*The end date for 200-day employees may vary upon mutual agreement between the employee and supervisor.

If a 200-day employee works on November 1st, the end date will be June 17, 2025.

If a 200-day employee does not work on November 1st, then the end date will be June 18, 2025.

Once this decision is made it is to be submitted to Patricia Zepeda in Human Resources.