Saint Paul Public Schools
A World of Opportunities

NOTE – These dates are based on the school start and end dates on the school calendar. If the school calendar changes, the below information could also change.

# 2024-25 Work Year Schedule

**For Professional and Support Staff (less than 12 mo.)**

**Scheduled work days, including the "return to work" date in August, can vary for employees depending on the employee's job title and school/program needs.** Employees should check with their manager for actual begin/end dates of their duty year. Hours worked beyond the employee's contractual duty days should be submitted on a supplemental pay form – *not* a regular time sheet.

| Job Group | Union | Salary Plan | First Work Day 2024 | Last Work Day 2025 | Typical Duty Days | First Paycheck* | Last Paycheck* | Prorated Paid Days* | Notes |
|---|---|---|---|---|---|---|---|---|---|
| Head Clerks | 01 | C11 | Mon 8/5/24 | Fri 6/13/25 *up to* 6/20/25 | 225 | 08/23/24 | 06/27/25 | n/a | Paid actual days worked or use of sick, vacation, or holiday time - pay not prorated; actual last day worked is dependent on school need (L10) |
| 10M Clerical & Technical *(not head clerks)* | 01 | S01 | Mon 8/19/24 | Fri 6/13/25 *up to* 6/20/25 | 215 | 09/06/24 | 06/27/25 | n/a | Paid actual days worked or use of sick, vacation ,or holiday time – pay not prorated; actual last day worked is dependent on program/need (L10) |
| Athletic Directors | 51 | ATH | Mon 8/5/24 | Wed 6/18/25 | 207 | 08/23/24 | 07/11/25 | 230 | Typically start 3 weeks before teachers and end 1 week after teachers; end date could vary (L10) |
| Birth to 3 Teachers | 51 | B23 | Thurs 8/01/24 | Thurs 7/31/25 | 187 | 08/23/24 | 08/08/25 | 260 | Refer to separate B23 Calendars (L12) |
| Counselors | 51 | W51 | Mon 8/19/24 | Wed 6/18/25 | 197 | 09/06/24 | 07/11/25 | 220 | Typically start 1 week before teachers and end 1 week after teachers (L10) |
| Counselors @ Crossroads | 51 | TC2 | Mon 8/19/24 | Thurs 8/7/25 | 197 | 09/20/24 | 09/05/25 | 260 | Work additional 10 days over classroom teacher (L12) |
| Teachers – classroom @ Crossroads | 51 | 4SE | Mon 8/26/24 | Thurs 7/31/25 | 187 | 09/20/24 | 09/05/25 | 260 | Refer to separate Crossroads Calendar (L12) |
| Teachers – classroom 10M | 51 | S51 | Mon 8/26/24 | Wed 6/11/25 | 187 | 09/20/24 | 06/27/25 | 210 | Typically start 1 week before students come back; Proration includes MEA, winter/spring break (L10) |
| Nurses | 51 | S51 | Mon 8/26/24 | Wed 6/11/25 | 187 | 09/20/24 | 06/27/25 | 210 | Same schedule as classroom teachers (L10) |
| Social Workers, Psychologists | 51 | S51 | Mon 8/26/24 | Wed 6/11/25 | 187 | 09/20/24 | 06/27/25 | 210 | Same schedule as classroom teachers (L10) |
| Work Coordinators | 51 | S51 | Mon 8/26/24 | Wed 6/11/25 | 187 | 09/20/24 | 06/27/25 | 210 | Same schedule as classroom teachers (L10) |
| TOSAs/Counselors – Gateway to College | 51 | S51 | Mon 7/29/24 or Mon 8/5/24 | Fri 5/23/25 or Fri 5/30/25 | 187 | 08/23/24 | 06/13/25 | 210 | Schedule starts/ends before teachers but same # days. May differ between GTC TOSAs and Counselors (L10) |
| TOSAs – SpecEd, Technolgy, Behav Spec, Content Coach, Curriculum, Literacy, ELL | 51 | S51 | Mon 8/26/24 | Wed 6/11/25 | 187 | 09/20/24 | 06/27/25 | 210 | Same schedule as classroom teachers; If do not work evening conferences as part of 187 days then must have 2 add'l duty days to meet contracted day requirement (L10) |
| TOSAs – 10M Professional Development | 51 | J51 | Wed 8/7/24 | Wed 6/18/25 | 202 | 08/23/24 | 07/11/25 | 225 | Typically start 2 to 2 ½ weeks before teachers and end 1 week after teachers (L10) |
| TOSAs - PreK Extended Yr Content Coach | 51 | J51 | Mon 8/12/24 | Wed 6/18/25 | 202 | 09/06/24 | 07/11/25 | 225 | Typically start 2weeks before teachers and end 1 week after teachers (L10) |
| Teaching Assistants | 53 | 53A 53B | Tues 9/3/24 | Tues 6/10/25 | 173/175 | 09/20/25 | 06/27/25 | n/a | Typically start and work on student contact days only; Paid actual days worked – pay not prorated (L10) |
| Educational Assistants 10M** | 54 | 54G 54H | Mon 8/26/24 | Wed 6/11/25 | 184 | 09/20/25 | 06/27/25 | n/a | Bldg staff work similar schedule as classroom teachers (L10) See additional note regarding work days and paid days** |
| 10M Specialists (ASAP) | 56 | 56S10 | Mon 8/26/24 | Fri 6/13/25 | 210 | 09/20/24 | 06/27/25 | n/a | Similar schedule as classroom teachers; Paid for days actually worked or use of sick, vacation, or holiday (L10) |
| 11M Specialists (ASAP) | 56 | 56S | Mon 8/12/24 | Fri 6/20/25 | 225 | 09/06/24 | 07/11/25 | n/a | Typically start 2 weeks before teachers and end approx. 1 week after teachers; Paid for days actually worked or use of sick, vacation, or holiday time (L10) |
| 10 M School & Community Service Prof | 59 | 59E 59G | Mon 8/26/24 | Wed 6/11/25 | 187 | 09/20/24 | 06/27/25 | n/a | Same schedule as classroom teachers; Paid actual days worked (L10) |

***Subject to change as needed to ensure accurate pay of contracted salary. Refer to current payroll calendar or contact your payroll specialist for specific pay check timing information.***

***Educational Assistants contract year consists of 184 days which includes conferences, professional development, and paid MEA. There are normally 4 evening conferences which each count as ½ day. If an EA's presence is not needed at the conference, alternative work days shall be assigned. 5 professional development days included in the duty year are non-student contact days assigned for program planning and staff development opportunities. Typically 3 of these days occur during opening week and the other 2 days occur during the school year. Pay for winter and spring break is not included in the 184 days.*

Updated 7/20/2023