

## SUPPORT PERSONNEL SCHEDULING 2024-2025

Date	Time	Bookkeeper	Cafeteria Assistant Managers	Cafeteria Managers	Cafeteria Staff	Clerk I Attendance	Clerk II	Instructional Assistants	
Monday, August 5, 2024	8:00am - 3:00pm 6hrs	YES	YES	YES	YES	YES	YES	YES	Admin Day
Tuesday, August 6, 2024	Full Day	YES	YES	YES	YES	YES	YES	YES	1st Day of School
Monday, September 16, 2024	8:00am - 3:00pm 6hrs	Principal Discretion	YES	YES	NO	Principal Discretion	Principal Discretion	*	PD Day
Monday, November 4, 2024	8:00am - 3:00 pm 6 hrs	Principal Discretion	YES	NO	NO	Principal Discretion	Principal Discretion	*	PD/AdminDay
Friday, December 20, 2024	1/2 Day of School	1/2 Day (Paid Full Day)	Full Day	Full Day	Full Day	1/2 Day (Paid Full Day)	1/2 Day (Paid Full Day)	1/2 Day (Paid Full Day)	1/2 Day (Paid Full Day)
Thursday, January 2, 2025	8:00am - 3:00 pm 6 hrs	No	YES	YES	YES	NO	NO	NO	
Monday, January 6, 2025	8:00am - 3:00 pm 6 hrs	Principal Discretion	YES	YES	NO	Principal Discretion	Principal Discretion	*	PD/Admin Day
Monday, March 3, 2025	8:00am - 3:00 pm 6 hrs	Principal Discretion	YES	YES	NO	Principal Discretion	Principal Discretion	*	PD/Admin Day
Friday, May 23, 2025	1/2 Day of School	1/2 Day (Paid Full Day)	Full Day	Full Day	Full Day	1/2 Day (Paid Full Day)	1/2 Day (Paid Full Day)	1/2 Day (Paid Full Day)	1/2 Day (Paid Full Day)
Tuesday, May 27, 2025	8:00am - 3:00pm 6hrs	No	No	YES	NO	NO	NO	NO	

Paid Holidays: New Year's Day, Labor Day, Thanksgiving (2), Christmas Day

Sick Days: Employee will receive 1 sick day for each 20 days worked.

Personal Leave: Employee will receive 2 personal leave days per school year. Personal leave days not taken will transfer to sick days.

### Contract Days

Behavior Tech/Translator	190
Bookkeeper Elem/MS	210
Bookkeeper HS	215
Clerk I	200
Clerk II	190
Instructional Assistants	182
SNP Manager	200
SNP Assistant Manager	189
SNP Technician	185
SNP Field Manager	Manager + 20

### \*Professional Development for Classified Staff

	Sept. 16	Nov. 4	Jan. 6	Mar. 3
RTI, Special Ed, PreK, RISS, GYO, RBT, Computer Lab, Art, & Instructional Assistants	8:00-3:00	8:00-11:00	8:00-11:00	8:00-11:00
<b>Translators</b>	8:00-11:00	NO	NO	8:00-11:00

PD days are in addition to contracted work days. Participation is expected, and employees will be compensated for participation.