

SUPPORT PERSONNEL SCHEDULING 2025-2026

Date	Time	Bookkeeper	Cafeteria Assistant Managers	Cafeteria Managers	Cafeteria Staff	Clerk I Attendance	Clerk II	Instructional Assistants	
Monday, August 4, 2025	8:00am -11:00am 3hrs	YES	YES	YES	YES	YES	YES	NO	Admin Day
Tuesday, August 5, 2025	Full Day (1/2 day for students)	YES	YES	YES	YES	YES	YES	YES	1st Day of School
Monday, September 15, 2025	8:00am - 3:00pm 6hrs	Principal Discretion	YES	YES	NO	Principal Discretion	Principal Discretion	*	PD Day
Monday, November 3, 2025	8:00am - 3:00pm 6hrs	Principal Discretion	YES	YES	NO	Principal Discretion	Principal Discretion	*	PD/AdminDay
Tuesday, November 4, 2025	11:00am-7:00 pm 8 hrs/ 1 hr break	Principal Discretion	YES	YES	YES	Principal Discretion	Principal Discretion	NO	Parent Teacher Conferences
Friday, December 19, 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)
Monday, January 5, 2026	8:00am - 3:00 pm 6 hrs	Principal Discretion	YES	YES	YES	Principal Discretion	Principal Discretion	*	PD/Admin Day
Monday, March 2, 2026	8:00am - 3:00 pm 6 hrs	Principal Discretion	YES	YES	NO	Principal Discretion	Principal Discretion	*	PD/Admin Day
Friday, May 22, 2026	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 26, 2026	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/RISS	190
Instructional Assistants	181
SNP Manager	200
SNP Assistant Manager	189
SNP Technician	185
SNP Field Manager	Manager + 20