

# FULL-TIME ANNUAL WORK SCHEDULE 2016-2017 SCHOOL YEAR

This is the planned work year for various school level positions. The principal or manager, upon informing the payroll department of the change can adjust these, but the total days must not be exceeded. The first student day is **Friday, August 5, 2016\***(half day). The five paid holidays for the 2016-2017 school year are as follows: Thanksgiving Day, (**Thursday, Nov. 24**), Christmas Day (**Monday, Dec. 26**), New Year's Day (**Monday, Jan. 2**), Martin Luther King Jr. Day (**Monday, Jan. 16**), and **Spring Break Friday (Mar. 24)**. The last student day is **Tuesday, May 23, 2017\***(half day).

## 11 Month Elementary / Middle School Secretary

8 hour work day (214 days)

## 11 Month High School Secretary / Guidance Secretary

7 hour work day (214 days)

Above positions will work Professional Development Days on:  
January 5, 6, February 20, & March 27, 2017

First Duty Day Both Positions: **July 14, 2016**  
Last Duty Day Both Positions: **June 9, 2017**

### **Non-Duty Days/Holidays:**

September 5, 2016  
October 7, 10, 2016  
November 8, 11, 21, 22, 23, **24**, 25, 2016  
December 22, 23, **26**, 27, 28, 29, 30, 2016  
January **2**, 3, 4, **16**, 2017  
March 20, 21, 22, 23, **24**, 2017  
April 14, 2017  
May 29, 2017

## 12 Month Positions (261 days)

8 hour work day (**July 1, 2016 to June 30, 2017**)

### **Non-Duty Days/Holidays:**

July 4, 2016  
September 5, 2016  
October 7, 2016  
November 24, 25, 2016  
December 22, 23, 26, 29, 30, 2016  
January 2, 16, 2017  
March 24, 2017  
April 14, 2017  
May 29, 2017

## Bus Drivers/Attendants

Hours vary based on route (**August 5, 2016 to May 23, 2017**)

177 student days

**\*Sp. Ed. Teacher Assist. (August 5, 2016 to May 23, 2017)**

**\*COTA/PTA/SLPA (August 5, 2016 to May 23, 2017)**

**Library Assistant (August 4, 2016 to May 24, 2017)**

7 hour work day

175.5 student days  
2 \*teacher or training days  
5 holidays  
182.5 total days

\*Days Assigned, paid when training is completed.

## CTE Teacher Assistant – Child Care

8 hour work day (**August 1, 2016 to May 23, 2017**)

186 teacher days  
5 holidays  
191 total days

## Teacher Assistant

7 hour work day (**August 5, 2016 to May 23, 2017**)

175.5 student days  
5 holidays  
180.5 total days

## Cafeteria Manager

8 hour work day (**August 5, 2016 to May 23, 2017**)

177 serving days  
3 in-service days (Assigned by supervisor)  
1 closing day  
2 delivery days  
5 holidays  
188 total days

## Cafeteria Worker

6 to 7 hour work day (**August 8, 2016 to May 22, 2017**)

174 serving days  
5 holidays  
179 total days