

Work Schedule - Reporting Dates

2019 - 2020

2019-2020 Scheduled Work Days

This is not intended to be a listing of all positions. Please contact your Administrator or the Human Resources Department if your position is not listed or if you have a question about your work schedule. Please refer to the 2019-2020 School Instructional Year Calendar for pre-planning and post-planning dates, holidays, in-service dates and school closed dates. Any departure for this schedule must have the prior approval of the Superintendent. This schedule may be modified to meet system instructional and funding objectives. Personnel will be notified if a starting or ending date is changed.

Please refer to the End Notes for additional information.

Number Work Days	Staff Positions	Start Date	End Date
180	System - Wide to include ISS Instructor, LHS Security, K-12 Paraprofessionals, Special Ed. Paraprofessionals, Pre-K Special Ed. Paraprofessionals, ISS Paraprofessionals, Bus Driver/Monitor	8/7/2019	5/22/2020
180	Receptionist (Elementary Schools)	8/7/2019	5/22/2020
180	SNP Assistant Manager, SNP Assistant	8/7/2019	5/22/2020
180	K-12 Media Paraprofessionals	8/7/2019	5/22/2020
180	K-12 Migrant Paraprofessionals	8/7/2019	5/22/2020
182	School Nurse (Elementary, Middle Schools and High School)	8/5/2019	5/22/2020
190	Pre-K Teachers and Pre-K Paraprofessionals	8/1/2019	5/28/2020
190	Teacher (Elementary/K-5, Middle School and LHS), ROTC Instructor (LHS)	8/1/2019	5/28/2020
190	Psychologist, Social Worker, Special Ed. Caseworker	8/1/2019	5/28/2020
190	Technology Paraprofessionals, School Attendance Officer	8/1/2019	5/28/2020
190	School Nurse Coordinator	8/1/2019	5/28/2020
190	Secretary/Receptionist (LHS)	8/1/2019	5/28/2020
190	Paraprofessional - Educational Interpreter, Migrant Intervention Specialist	8/1/2019	5/28/2020
190	SNP Manager	8/1/2019	5/28/2020
192	Academic Coach, Instructional Coach (1+1) ¹	7/31/2019	5/29/2020
192	Media Specialist - K-12 (2+0) ¹	7/30/2019	5/28/2020
195	Counselor (LHS) (2+3) ¹ (10 additional days TBD among Counselors in June or July)	7/30/2019	6/2/2020
195	Special Education Coordinator (4+1) ¹	7/26/2019	5/29/2020
200	Secretary (Elementary and Middle Schools) (4+6) ^{1 2}	7/26/2019	6/5/2020
205	Assistant Principal (Elem. and Middle Schools) (7+8) ^{1 2}	7/23/2019	6/9/2020
210	Family & Community Engagement Coordinator - Homeless Case Manager (10+10) ^{1 2}	7/18/2019	6/11/2020
210	Centralized Bookkeeper, ROTC Instructor/Asst. Instructor, System Testing Coordinator (9+11) ^{1 2}	7/19/2019	6/12/2020
215	Centralized Registration Receptionist (18+7) ^{1 2}	7/8/2019	6/8/2020
215	Assistant Principal (LHS) (14+11) ^{1 2}	7/12/2019	6/12/2020
215	Bookkeeper (LHS) (14+11) ^{1 2}	7/12/2019	6/12/2020
220	Principal (Elementary School) (14+16) ^{1 2}	7/12/2019	6/19/2020
220	Assistant Principal (LHS) (14+16) ^{1 2}	7/12/2019	6/19/2020
225	Principal (Middle School) (16+19) ^{1 2}	7/10/2019	6/24/2020
225	Custodian, Head Custodian, Custodial Supervisor (16+19) ^{1 2}	7/10/2019	6/24/2020
230	Principal (LHS), Assistant Principal (LHS), Alternative School Assistant Principal (18+23) ^{1 2 3}	7/8/2019	6/30/2020
230	Secretary (LHS) (18+23) ^{1 2 3}	7/8/2019	6/30/2020
230	Assistant Superintendent, System-Wide Director, Assistant Director, Department Coordinator, Information Accountability & Research Coordinator, Centralized Infinite Campus Registrar, Centralized Bookkeeper, Central Office Secretary/Administrative Assistant, System Network Administrator, Technology Coordinator, Technology Specialist, Technology Technician (Level 1- Sr.), Instructional Technology Specialist, Accounting Secretary, Accounting Technician, LHS Registrar and Assistant Registrar, SNP Area Manager, Coordinator Custodial Services/Safety, Maintenance/Grounds, Shop Foreman, Transportation Mechanic, Transportation Trainer/Safety Clerk (18+23) ^{1 2 3}	7/8/2019	6/30/2020

End Notes

- (# + #) Represents the number of workdays prior to and after the 190-day schedule.
- The summer work schedule for June and/or July 2020 may include four-day workweeks for personnel scheduled to work during these months. If a four-day workweek schedule is adopted the schedule will be announced in May 2020.
- Reminder for 230-Day Personnel - June 29-30, 2020 are scheduled workdays.