

**Employee Work Calendar  
July 1, 2023 – June 30, 2024**

List of Job titles and Position is not inclusive of all affected positions.

When in doubt, please check with your supervisor or Payroll

<b>Work Year Calendar Days</b>	<b>Positions Affected</b>	<b>Begin/End Dates</b>	<b>Off Contract Dates</b>
240 Days	Superintendent Chief Financial Officer Accounting Clerk/Secretary Transportation Director Bus Mechanic Maintenance Director Director of Finance	July 3, 2023 June 27, 2024	July 4 September 4 October 12-13 November 22-24 December 21-29 January 1 January 15 February 19 April 4-5 May 27
230 Days	Special Education Director Asst. Superintendent/Federal Programs Dir. Federal Programs/Safety Director Food Service Director Technology Specialist Middle/High School Principal Elementary Principal High School Secretary MTSS Coordinators Lawn/Grounds Maintenance Transportation Administrative Assistant Custodians Head Start Custodian All Assistant Principal SPED Secretary Dir. of Professional Learning/Curriculum Head Start Director School Information Specialist	July 10, 2023 June 27, 2024	September 4 October 11-13 November 22-24 December 19-29 January 1 January 15 February 19 April 1-5 May 27

Revised November 6, 2023

220 Days	Head Start Secretary Head Start Fiscal Manager Head Start Family Services Elementary 2 <sup>nd</sup> Secretary/Media Center Clerk Elementary School Secretary	July 17, 2023 June 25, 2024	September 4 October 9-13 November 22-24 December 19-29 January 1 January 15 February 19 April 1-5 May 27
210 Days	Middle School/High School Counselor Middle School Secretary Agriculture Extended Year Literacy Coach/Academic Coach District Effectiveness Coordinator	July 17, 2023 June 13, 2024	September 4 October 9-13 November 22-24 December 18-29 January 1 January 15 February 16-19 April 1-5 May 27
200 Days	Elementary School Counselor Health Nutrition Manager Head Start Education Manager School Climate Specialist Head Start Data	July 24, 2023 June 6, 2024	September 4 October 9-13 November 22-24 December 18-29 January 1 January 15 February 16-19 April 1-5 May 27
190 DAYS	Instructional Personnel School Resources Officer School Nurse Food Service Managers Parent & Family Engagement Coordinator Custodians (RCHS-Dwylan Glover) Nutrition Worker/Office Assistant Reading Interventionalist	July 24, 2023 May 24, 2024	September 4 October 9-13 November 20-24 December 18-29 January 1 January 15 February 16-19 April 1-5
180 Days	Bus Drivers Bus Monitors Food Service Workers Crossing Guards	August 1, 2023 May 22, 2024	September 4 October 9-13 November 20-24 December 18-29 January 1-3 January 15 February 16-19 April 1-5

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