

**Employee Work Calendar  
July 1, 2022 – June 30, 2023**

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<br/>Calendar<br/>Days</b> | <b>Positions<br/>Affected</b>   | <b>Begin/End<br/>Dates</b>     | <b>Off Contract<br/>Dates</b>  |
|--|---|--------------------------------|--|
| 240 Days                               | Superintendent<br>Financial Officer<br>Accounting Clerk/Secretary<br>Transportation Director<br>Bus Mechanic<br>Maintenance Director  | July 1, 2022<br>June 29, 2023  | July 4<br>September 5<br>October 12-14<br>November 23-25<br>December 22-30<br>January 16<br>February 20<br>April 5-7<br>May 29 |
| 230 Days                               | Special Education Director<br>Asst. Superintendent/Curriculum Director<br>Title I & II Director<br>HR/Testing Director<br>Student Service Personnel<br>Federal Programs/Safety Director<br>Food Service Director<br>School Nutrition Accounting/Secretary<br>Technology Specialist<br>Middle/High School Principal<br>Elementary Principal<br>Middle School/High School Bookkeeper<br>High School Secretary<br>Elementary School Secretary<br>School Improvement Director<br>Lawn/Grounds Maintenance<br>Transportation Administrative Assistant<br>Custodians<br>Instructional Technology<br>Head Start Custodian<br>All Assistant Principal<br>SPED Secretary<br>Dir. of Professional Learning/Curriculum | July 11, 2022<br>June 29, 2023 | September 5<br>October 11-14<br>November 23-25<br>December 19-30<br>January 16<br>February 20<br>April 3-7<br>May 29           |
| 220 Days                               | Head Start Director<br>Head Start Secretary<br>Head Start Fiscal Manager<br>Head Start Family Services  | July 18,2022<br>June 22,2023   | September 5<br>October 11-14<br>November 23-25<br>December 19-30<br>January 16<br>February 20<br>April 3-7<br>May 29           |

|                 |   |  |  |
|-----------------|---|--|--|
| <b>210 Days</b> | <b>Middle School/High School/RCES Asst. Principal</b><br><b>Middle School/High School Counselor</b><br><b>Vocational/Curriculum Secretary</b><br><b>Middle School Secretary</b><br><b>Agriculture Extended Year</b><br><b>Literacy Coach/Academic Coach</b><br><b>Behavioral Specialist</b><br><b>Head Start Academic Coach</b><br><b>CTAE Director</b> | <b>July 19, 2022</b><br><b>June 15, 2023</b> | September 5<br>October 10-14<br>November 21-25<br>December 19-30<br>January 16<br>February 17 & 20<br>April 3-7<br>May 29    |
| <b>200 Days</b> | Elementary School Counselor<br>Elementary School Bookkeeper<br>High School Receptionist<br>Middle School Data Entry<br>Health Nutrition Manager<br>Head Start Education Manager   | July 19, 2022<br>June 2, 2023                | September 5<br>October 10-14<br>November 21-25<br>December 19-30<br>January 16<br>February 17 & 20<br>April 3-7<br>May 29    |
| <b>190 DAYS</b> | Instructional Personnel<br>School Resources Officer<br>School Nurse<br>Food Service Managers<br>Elementary School Data Entry<br>Elementary School Receptionist<br>Parent & Family Engagement Coordinator<br>Custodians<br>(RCHS-Dwyllan Glover)   | July 25, 2022<br>May 25, 2023                | September 5<br>October 10-14<br>November 21-25<br>December 19-30<br>January 16<br>February 17 & 20<br>April 3-7              |
| <b>180 Days</b> | Bus Drivers<br>Bus Monitors<br>Food Service Workers<br>Crossing Guards  | August 1, 2022<br>May 19, 2023               | September 5<br>October 10-14<br>November 21-25<br>December 19-30<br>January 2<br>January 16<br>February 17 & 20<br>April 3-7 |

May 16, 2022