



IMPORTANT PLEASE READ

May 12, 2023

TO: Employee Name
School Site

FROM: Joni McDonald

WORK YEAR SCHEDULE FOR 2023/24

Attached please find the 2023-24 Work Year Schedule. Please find your job title under the assignment header to locate your beginning and end dates for next school year. If there is an asterisk next to your title, please see the notes at the bottom of the page indicating additional required workdays.

Please remember that you are scheduled to work every day that school is in session. Classified staff will report to work the day before school starts in the Spring Semester, on January 10, 2024. Some positions may return earlier. Please review any notes and/or comments regarding the work year for your job title in the far-right column of the attached Work Year Schedule.

Note: Your workday schedule does not change if school gets out early for Collaboration Days, Minimum Days, etc.

If you have any questions, please contact Human Resources at 805-922-4573 for clarification.

Have a great summer!

2023-24 Work Year Schedule

	MOS	DAYS	Calendar	ASSIGNMENT	2023 Beg	2024 End	
	9.50	181	CL181	Accompanist	10-Aug	5-Jun	
	9.50	181	CL181	Behavior Inst Asst-Sp Ed	10-Aug	5-Jun	
	9.50	181	CL181	Inst Asst	10-Aug	5-Jun	
	9.50	181	CL181	Inst Asst-Bilingual	10-Aug	5-Jun	
	9.50	181	CL181	Inst Asst-Multilingual	10-Aug	5-Jun	
	9.50	181	CL181	Inst Asst-Sp Ed TLC - Level I	10-Aug	5-Jun	
	9.50	181	CL181	Inst Asst-Sp Ed I	10-Aug	5-Jun	
	9.50	181	CL181	Inst Asst-Sp Ed II	10-Aug	5-Jun	
	9.50	181	CL181	LVN Health Asst	10-Aug	5-Jun	
	9.50	181	CL181	Office Assistant	10-Aug	5-Jun	
	9.50	181	CL181	School/Comm Liaison	10-Aug	5-Jun	
	9.50	181	CL181	Speech-Language Pathology Assistant	10-Aug	5-Jun	
	9.50	181	CL181	Staff Secretary	10-Aug	5-Jun	CTEIG
	9.50	182	CL182	Accounting Asst I	9-Aug	5-Jun	
	9.50	182	CL182	Career Center/Student Support Technician - DHS	9-Aug	5-Jun	
	9.50	182	CL182	Crisis Intervention Consultant	9-Aug	5-Jun	
	9.50	182	CL182	Custodian	9-Aug	5-Jun	
*	9.50	182	CL182	Intervention Lab Specialist	9-Aug	5-Jun	
	9.50	183	CL183SEC	Campus Security Asst II	9-Aug	6-Jun	
	9.50	183	CL183SEC	Campus Security Coord	9-Aug	6-Jun	
	9.50	183	CL183SEC	Campus Security Officer	9-Aug	6-Jun	
	9.50	183	CLFSW	Food Serv Lead	8-Aug	5-Jun	
	9.50	183	CLFSW	Food Serv Wkr I	8-Aug	5-Jun	
	9.50	183	CLFSW	Food Serv Wkr II	8-Aug	5-Jun	
	9.50	185	CL185	Bus Driver	8-Aug	5-Jun	2 additional days are FDD Days pd on Jan 9 and June 6
	9.50	185	CL185	Transportation Attendant	8-Aug	5-Jun	2 additional days are FDD Days pd on Jan 9 and June 6
	10.00	190	CL190	Health Tech	28-Jul	5-Jun	
	10.00	191	CL191	Outreach Consultant	3-Aug	12-Jun	
	10.00	191	CL191	Staff Secretary	3-Aug	12-Jun	Spec Ed
	10.00	192	CL192	Attendance Tech	2-Aug	12-Jun	
	10.00	192	CL192	Attendance Asst	2-Aug	12-Jun	
	10.00	192	CL192	Career Center Spec	2-Aug	12-Jun	
	10.00	192	CL192B	Translators	1-Aug	11-Jun	PVHS & SMHS
	10.00	192	CL192B	Multilingual Translator-Interpreter	1-Aug	11-Jun	
	10.00	196	CL196B	Administrative Asst I-DHS	28-Jul	12-Jun	Returns on January 9th
	10.00	196	CL196	Guidance Tech	27-Jul	12-Jun	
	10.00	196	CL196	Operations Specialist	27-Jul	12-Jun	
	10.00	196	CL196	School Support Secty	27-Jul	12-Jun	
	10.50	201	CL201	Library Asst	26-Jul	18-Jun	
	10.50	201	CL201	Library Tech	26-Jul	18-Jun	
	10.50	202	CL202	Translator	1-Aug	26-Jun	RHS
	10.50	206	CL206	Administrative Asst II-Site	21-Jul	18-Jun	Returns on January 8th
	10.50	206	CL206	Administrative Asst III-DHS	21-Jul	18-Jun	Returns on January 8th
	10.50	206	CL206B	Student Records Specialist - DHS	19-Jul	18-Jun	
	11.00	211	CL211A	Student Data Spec	25-Jul	26-Jun	December 18-19 (Work Days) Returns on Jan 8th
	11.00	211	CL211A	English Learner Student Data Specialist	25-Jul	26-Jun	December 18-19 (Work Days) Returns on Jan 8th
	11.00	211	CL211B	Registrar II	6-Jul	12-Jun	
	11.00	211	CL211B	Migrant School Advisor	6-Jul	12-Jun	
	11.00	211	CL211C	Migrant Education Recruiter-Statistician	1-Jul	30-Jun	Nov 27 - Dec 17 (Non-Work Days) Returns on Jan 8th
	11.00	215	CL215A	Administrative Asst IV-Site	13-Jul	24-Jun	Returns Jan 8th
	11.00	215	CL215B	Student Body Bkpr	14-Jul	27-Jun	

*** Intervention Lab Specialist:**

All employees in this classification will work on August 7 and 8, 2023 and June 6, 2024.

Will have (3) additional work days assigned in addition to the 182 work days identified on the Work Year Schedule.