

# Memo

To: District Administrators and Classified Personnel  
 From: Dorothy Epps, Interim Director, Human Resources  
 Subject: 10 and 11 Month Classified Employees Work Schedule for 2018-19  
 Date: May 29, 2018

Below is the work schedule for 10 and 11 month classified employees for the 2018-19 school year. Please note that the information accurately reflects the work schedule for the classification listed. Any exceptions will be addressed on an individual basis.

POSITION	GROUP	RETURN DATE	LAST WORK DATE	PAID DAYS
<b>Elem / Middle / Village School Employees</b>				
Administrative Secretary Elementary*	1	7/30/2018	6/7/2019	220
Behavior Technician	3	8/13/2018	6/3/2019	206
Child Nutrition Assistant	3	8/13/2018	6/3/2019	205
Child Nutrition Assistant II – Elementary	3	8/13/2018	6/3/2019	205
Child Nutrition Assistant Specialist – MS	3	8/13/2018	6/3/2019	205
Health Services Assistant	3	8/13/2018	6/3/2019	210
Instructional Assistant - Classroom	3	8/13/2018	6/3/2019	205
Instructional Assistant - Resource	3	8/13/2018	6/3/2019	205
Library/Media Assistant I*	1	7/30/2018	6/7/2019	220
Office Assistant*	1	7/30/2018	6/7/2019	220
Reading English Learner Support Specialist	3	8/13/2018	6/3/2019	205
School Secretary*	1	7/30/2018	6/7/2019	220
Site Technology Specialist*	1	7/30/2018	6/7/2019	220
Special Education Asst./Special Needs Asst.	3	8/13/2018	6/3/2019	206
<b>High School Employees</b>				
Administrative Secretary Secondary (11 month)	2	7/23/2018	6/21/2019	240
Behavior Technician	3	8/13/2018	6/3/2019	206
Campus Monitor - High School	3	8/13/2018	6/3/2019	205
Child Nutrition Assistant Specialist – HS	3	8/13/2018	6/3/2019	205
Child Nutrition Assistant Cook - HS Café	3	8/13/2018	6/3/2019	205
Child Nutrition Assistant Specialist – HS	3	8/13/2018	6/3/2019	205
Health Services Assistant	3	8/13/2018	6/3/2019	210
Infant/Toddler Child Care Worker I	3	8/13/2018	6/3/2019	205
Infant/Toddler Child Care Worker II	3	8/13/2018	6/3/2019	205
Library/Media Assistant II*	1	7/30/2018	6/7/2019	220
Office Assistant*	1	7/30/2018	6/7/2019	220
School Secretary (11 month)	2	7/23/2018	6/21/2019	240
School Secretary*	1	7/30/2018	6/7/2019	220
Special Education Assistant/Special Needs Asst.	3	8/13/2018	6/3/2019	206
<b>District Staff</b>				
Account Specialist - SELPA	2	7/23/2018	6/21/2019	240
Bus Drivers	3	8/13/2018	6/3/2019	205
Career Vocational Paraprofessional	3	8/13/2018	6/3/2019	206
Child Nutrition Lead Operations Specialist (11 month)	2	7/23/2018	6/21/2019	240
Child Nutrition Production Manager	2	7/23/2018	6/21/2019	215
Child Welfare/Attendance	3	8/13/2018	6/3/2019	206
District Parent Liaisons	1	7/30/2018	6/7/2019	240
Employment Training Specialist	3	8/13/2018	6/3/2019	206
Graphics (11 month)	2	7/23/2018	6/21/2019	240
Human Resources Support Technician	1	7/30/2018	6/7/2019	220
Office Specialist II	2	7/23/2018	6/21/2019	240

Van Driver	3	8/13/2018	6/3/2019	205
Workability Coordinator	3	8/13/2018	6/3/2019	210

\*At the discretion of the site administrator, an employee who works the one or two teacher work days during the school year shall work three (3) or four (4) days following the last student attendance day.