

MEMORANDUM

TO: Principals, Assistant Principals, Management Team, Financial Secretaries, Financial Services and Human Resources

FROM: Leslie Alexander

DATE: May 2, 2022

RE: 2022-2023 Terms of Employment

Below is a listing of the terms of employment for various groups of employees for the 2022 - 2023 school year. Please share this information with all of your employees.

Job Title	Months of Employment	Start Date	End Date
All Principals	12 months	1 July	30 June
Instructional AP (HS and MS)	12 months	1 July	30 June
School Secretaries (12 month)	12 months	1 July	30 June
School Counselors (1 per High School)	12 months	1 July	30 June
Maintenance, Custodial, Transportation, 12 month Child Nutrition and Central Office who traditionally work 12 months	12 months	1 July	30 June
PowerSchool Data Manager	12 months	1 July	30 June
Registrars (High School)	12 months	1 July	30 June
Assistant Principals	11 months	1 Aug	30 June
School Counselors (1 per Middle School), Central Office employees that are on 11 mo sch	10 mo/19 days	1 Aug	22 June
Instructional Facilitators	10 mo/9 days	10 Aug	20 June
Second Secretaries	10 mo/4 days	15 Aug	15 June
Classroom Teachers, Media Coordinators, Social Workers, Psychologists, Nurses, School Counselors, Custodians, salaried Child Nutrition (all in this section are employed in 10 mo. positions)	10 months	18 Aug	14 June*
PT, OT, Therapy Assts, Interpreters, Home/School Coords, Media Assts, Guidance Clerks, Reading Interventionists, and other non-listed 10 month employees	10 months	18 Aug	14 June*
Teacher Assistants, PRT's, local assistants	205 days	18 Aug	12 June**

*June 14 indicates the last paid employment date for the school year, not actual last day worked – refer to the staff calendar for the type day ex: L, RS - these employees would work an 8 hr day.

** 205 day employees - Teacher Assistants, PRT's, and local assistants will only work a 205-day schedule. They will work 3 days between August 18th and August 26th and will work the Rs day after students leave (currently June 12th).

Work Schedules for Extended Term Employees:

19 day Ext Term: (13 at the beg and 6 at the end)

Aug 1-4th	10 hr days
Aug 8- 11th	10 hr days
Aug 15-17th	8 hr day
June 15-16	8 hr days
June 19-22	8 hr days

9 day Ext Term: (5 at the beg and 4 at the end)

Aug 10-11th	8 hr days
Aug 15-17 th	8 hr days
June 15-20th	8 hr days

4 days Ext Term: (3 at the beg and 1 at the end)

Aug 15-17th	8 hr days
June 15	8 hr day

**ALL DATES ARE SUBJECT TO CHANGE DUE TO BUSINESS NEEDS OR BAD
WEATHER MAKEUP DAYS.**