

MEMORANDUM

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

FROM: J Evelyn Bonner-Reed

DATE: April 21, 2021

RE: 2021-2022 Terms of Employment

Below is a listing of the terms of employment for various groups of employees for the 2021 - 2022 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	10 mo/19 days	27 July	22 June
Instructional Facilitators	10 mo/9 days	9 Aug	20 June
Second Secretaries	10 mo/4 days	11 Aug	14 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	16 Aug	13 June*
PT, OT, Therapy Assts, Interpreters, Home/School Coords, Media Assts, Guidance Clerks, Reading Interventionists, and other non-listed 10 month employees	10 months	16 Aug	13 June*
Teacher Assistants, PRT's, local assistants	205 days	16 Aug	10 June**

*June 13 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 16th and August 20th and will work the Rs day after students leave (currently June 10th).

Work Schedules for Extended Term Employees:

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

July 27-29	8 hr days
Aug 2- 5th	10 hr days
Aug 9-13th	8 hr day
June 14-16	8 hr days
June 20-22	8 hr days

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

Aug 9-13 th	8 hr days
June 14-16 th	8 hr days
June 20 th	8 hr day

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

Aug 11-13 th	8 hr days
June 14	8 hr day

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