



## Clerical/Technical Schedule 2025-2026

|   | # Work Days         | Begin Date | End Date | Notes                               |
|---|---------------------|------------|----------|-------------------------------------|
| <b>Campus Secretary</b>   |                     |            |          |                                     |
| Elementary  | <a href="#">210</a> | 7/14/25    | 6/8/26   |                                     |
| Lg Elementary, 6 <sup>th</sup> Grade  | <a href="#">212</a> | 7/14/25    | 6/10/26  |                                     |
| Middle Schools  | <a href="#">215</a> | 7/9/25     | 6/10/26  |                                     |
| North Heights & AmTech  | <a href="#">217</a> | 7/9/25     | 6/12/26  |                                     |
| High School   | <a href="#">230</a> | 7/1/25     | 6/30/26  | 7 Unrestricted Days                 |
| <i>*Unrestricted days are to be taken with the approval of the supervisor.*</i> |                     |            |          |                                     |
| <b>Campus &amp; Attendance Clerk</b>  |                     |            |          |                                     |
| Elementary, Middle, High School, AmTech   | <a href="#">187</a> | 8/5/25     | 5/28/26  |                                     |
| Testing Coordinators  | 180                 |            |          | Customized Calendar                 |
| College, Career & Military Readiness  | <a href="#">204</a> | 7/21/25    | 6/5/26   |                                     |
| Registrar, High School  | <a href="#">202</a> | 7/21/25    | 6/3/26   |                                     |
| <b>Counselor Clerk</b>  |                     |            |          |                                     |
| High School & AmTech  | <a href="#">202</a> | 7/21/25    | 6/3/26   |                                     |
| Middle & N. Heights   | <a href="#">199</a> | 7/23/25    | 6/2/26   |                                     |
| <b>Campus Financial Clerk</b>   |                     |            |          |                                     |
| High School   | <a href="#">199</a> | 7/23/25    | 6/2/26   |                                     |
| High School   | <a href="#">189</a> | 8/1/25     | 5/28/26  |                                     |
| <b>Campus Library Clerk</b>   |                     |            |          |                                     |
| High/Middle School  | <a href="#">185</a> | 8/7/25     | 5/28/26  |                                     |
| 6 <sup>th</sup> Grade Campus/Elementary   | <a href="#">180</a> | 8/8/25     | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |
| <b>Instructional Assistant</b>  |                     |            |          |                                     |
| Including Kinder, Pre-K, Emergent Bilingual                                     | <a href="#">180</a> | 8/8/25     | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |
| Special Ed. Funded  | <a href="#">181</a> | 8/7/25     | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |
| <b>ISS/AEP Assistant</b>  |                     |            |          |                                     |
| Monitors (MS/HS)  | <a href="#">181</a> | 8/7/25     | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |
| Long Term Ready, NHAS   | <a href="#">183</a> | 8/11/25    | 5/28/26  |                                     |
| Short Term AEP, DAEP  | <a href="#">180</a> | 8/8/25     | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |
| <b>Other Campus Paraprofessional</b>  |                     |            |          |                                     |
| Receptionist, AmTech  | <a href="#">180</a> | 8/8/25     | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |
| LVNs  | <a href="#">179</a> | 8/11/25    | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |
| ESD Site Coordinators   | <a href="#">187</a> | 8/5/25     | 5/28/26  |                                     |
| Health Room Clerks  | <a href="#">181</a> | 8/7/25     | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |
| Job Coach, High School  | <a href="#">183</a> | 8/7/25     | 5/28/26  | Do NOT work: 1/19, 2/13             |
| Interpreters/Translit./Deaf Ed Asst   | <a href="#">181</a> | 8/7/25     | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |

**PLEASE NOTE:**

- I. All clerical/technical employees work their normal scheduled hours on staff development, teacher preparation, campus-directed work days, and student early release days unless otherwise noted above
- II. Work Calendars include three make-up days at the end of the school year, to be used only if school is canceled. For every make-up day **NOT** used, back up the end date by one day
- III. Employees on a 230-day schedule will work with their supervisors to adjust their schedule for missed days due to school cancellation



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|---|---------------------|------------|----------|-------------------------------------|
| Family Services Assistants  | <a href="#">187</a> | 8/5/25     | 5/28/26  |                                     |
| Parents as Teachers Lead  | <a href="#">186</a> | 8/6/25     | 5/28/26  |                                     |
| FACE Specialists  | <a href="#">187</a> | 8/5/25     | 5/28/26  |                                     |
| Migrant Recruiter   | <a href="#">195</a> | 8/1/25     | 6/5/26   |                                     |
| <b>ESC/Park West/AACAL Clerical Staff</b>                                       |                     |            |          |                                     |
| 12-Month Staff  | <a href="#">230</a> | 7/1/25     | 6/30/26  | 7 Unrestricted Days                 |
| <i>*Unrestricted days are to be taken with the approval of the supervisor.*</i> |                     |            |          |                                     |
| AmeriCorps Clerk  | <a href="#">204</a> | 7/17/25    | 6/3/26   |                                     |
| Athletic Clerk  | <a href="#">218</a> | 7/8/25     | 6/12/26  |                                     |
| Attendance Investigator   | <a href="#">193</a> | 7/28/25    | 5/28/26  |                                     |
| BIL/Reading Recovery/DLL Clerk  | <a href="#">208</a> | 7/22/25    | 6/12/26  |                                     |
| ESC Employees   | <a href="#">218</a> | 7/8/25     | 6/12/26  |                                     |
| ESL Clerk   | <a href="#">202</a> | 7/21/25    | 6/3/26   |                                     |
| Families in Transition/Counselor Clerk  | <a href="#">195</a> | 8/1/25     | 6/5/26   |                                     |
| G/T & Library Clerks  | <a href="#">185</a> | 8/7/25     | 5/28/26  |                                     |
| Instrument Repair   | 221                 |            |          | Customized Calendar                 |
| Migrant Clerk   | <a href="#">208</a> | 7/22/25    | 6/12/26  |                                     |
| PC Help Desk  | <a href="#">212</a> | 7/14/25    | 6/10/26  |                                     |
| Secretary   | <a href="#">217</a> | 7/9/25     | 6/12/26  |                                     |
| SLP Clerk   | <a href="#">181</a> | 8/7/25     | 5/28/26  | Do NOT work: 10/10, 1/5, 1/19, 2/13 |
| Special Ed Clerk  | <a href="#">207</a> | 7/16/25    | 6/5/26   |                                     |
| Special Ed Clerk  | <a href="#">195</a> | 8/1/25     | 6/5/26   |                                     |
| Special Ed Secretary  | <a href="#">226</a> | 7/8/25     | 6/24/26  |                                     |
| Special Programs Clerk  | <a href="#">204</a> | 7/17/25    | 6/3/26   |                                     |

| Staff Holidays |                    | Work Days without Students        |                  |
|----------------|--------------------|-----------------------------------|------------------|
| Jul 4          | Independence Day   | August                            | 5,6,7,8,11,12,13 |
| Sept 1         | Labor Day          | October                           | 10               |
| Oct 13         | Columbus Day       | January                           | 5, 19            |
| Nov 26-28      | Thanksgiving Break | February                          | 13               |
| Dec 22-Jan 2   | Winter Break       |                                   |                  |
| Feb 16         | President's Day    |                                   |                  |
| Mar 16-20      | Spring Break       | <b>Student Early Release Days</b> |                  |
| Apr 3          | Good Friday        | Dec 19                            | *PM Teacher Prep |
| May 25         | Memorial Day       | May 22                            | *PM Teacher Prep |

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