

### EMPLOYEE CLASSIFICATION:

- Administrative Assistant—Accounts Payable/Receivable
  - Administrative Assistant—Receptionist/Special Services
  - Administrative Assistant—BOE/Superintendent
  - Office Assistant
  - Payroll Specialist
  - Student Information System Specialist
- (NOTE: DISTRICT OFFICE)**

# 2018-2019 Work Calendar


## 248 DAYS

<b>JULY</b> M T W Th F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	<b>AUGUST</b> M T W Th F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	<b>SEPTEMBER</b> M T W Th F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28
<b>OCTOBER</b> M T W Th F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	<b>NOVEMBER</b> M T W Th F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	<b>DECEMBER</b> M T W Th F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31
<b>JANUARY</b> M T W Th F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	<b>FEBRUARY</b> M T W Th F 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28	<b>MARCH</b> M T W Th F 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29
<b>APRIL</b> M T W Th F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	<b>MAY</b> M T W Th F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	<b>JUNE</b> M T W Th F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28

### Schedule of Events

New Teacher Orientation	August 20-24
Teachers' Meetings	August 27-28
Teachers' Meetings (PD)	August 29
Teachers' Workday	August 30
Teachers' Flex Workday	August 31
Labor Day (No School)	September 3
First Day of School	September 4
Homecoming (Early Dismissal)	October 5
1st Quarter Ends (Early Dismissal)	November 2
Parent/Teacher Conferences (No School)	November 8-9
Thanksgiving Vacation (No School)	Nov 21-23
Christmas Break (No School)	Dec 24-31
Christmas Break (No School)	January 1
School Resumes	January 2
2nd Quarter Ends (Early Dismissal)	January 18
M.L. King, Jr Holiday (No School)	January 21
Teachers' Meeting (No School)	February 15
Presidents' Day (No School)	February 18*
3rd Quarter Ends (Early Dismissal)	March 21
Spring Break (No School)	March 22-25
Good Friday (No School)	April 19
Memorial Day (No School)	May 27
Last Day of School (Early Dismissal)	May 31*
Teachers' Flex Workday	June 3

 Paid Holiday

 Non-Workdays

Block out dates—If requesting personal leave on a date highlighted in yellow, submit an Application for Waiver of Block Out Date form via TalentEd Records. The last 5 days of school may shift in the event of inclement weather.