

# 2016-2017 SCHOOL YEAR

## MANSFIELD INDEPENDENT SCHOOL DISTRICT

### DUTY DAY SCHEDULE

**NOTE: Actual Duty Day Dates May be Negotiated with Supervisor in Order to Meet the Needs of the Organization.**

**226 DUTY DAYS 16-17**      *(Pay periods July-June)*

**Friday, July 1, 2016 – Friday, June 30, 2017**

Length of Day - 8.5 hours (includes lunch)

Central Administration and Department Staff  
 Diagnostician  
 Speech Therapist  
 Head Football/Athletic Coordinator

Length of Day – 8 hours (includes working lunch)

Police Officers

**Last Duty Day 2015-16**

**Thursday, June 30, 2016**

Length of Day\* -see below

Principal & Secretary – Middle & High Schools  
 ROTC  
 Associate Principal – High School  
 Lead Counselor – High School & Career Tech  
 Ag. Teacher – High School  
 Registrar, Bookkeeper, Counselor Secretary – HS  
 PEIMS Clerk – Career Tech

**212 DUTY DAYS 16-17**      *(Pay periods August-July)*

**Monday, July 25, 2016 – Friday, June 16, 2017**

Length of Day – 8.5 hours (includes lunch)

Health Services Trainer & Secretary

**Last Duty Day 2015-16**

**Friday, June 17, 2016**

Length of Day\* -see below

Principal & Secretary - Elementary/Intermediate Schools  
 Administrator & Secretary – AEC  
 Head Band Director – High School  
 Head BB Coach – High School  
 Assistant Principal – Middle School  
 Assistant Principal (LHS/BBCTA)

**207 DUTY DAYS 16-17**      *(Pay periods August-July)*

**Monday, July 25, 2016 – Friday, June 9, 2017**

Length of Day – 8 hours (includes lunch)

LSSP  
 Lead Speech Therapist & Brailist  
 Occupational Therapist  
 Behavior Specialist

**Last Duty Day 2015-16**

**Friday, June 10, 2016**

Length of Day\* -see below

Assistant Principal – High School  
 Computers/Registrar – Middle/Intermediate/AEC  
 Clerk, HS Diagnosticians

**202 DUTY DAYS 16-17**      *(Pay periods August-July)*

**Monday, August 1, 2016 – Friday, June 9, 2017**

Length of Day – 8 hours (includes lunch)

Diagnostician/LPC/LSSP  
 Related Services Teacher - Visually Impaired  
 Occupational & Physical Therapist

**Last Duty Day 2015-16**

**Friday, June 10, 2016**

**Tuesday, June 14, 2016 (199 days)**

Length of Day\* -see below

Counselor – High School  
 PEIMS/Data Clerk – High School/Elementary  
 Vocational Teacher – High School/AEC  
 Assistant Principal – Intermediate/Elementary

\*Duty-free 30 minute lunch is included in length of day. All professional campus staff work the length of school day plus 45 minutes. All non-professional campus staff (paras and clerical) work the length of school day plus 30 minutes. Arrival and departure times are determined by Principals.

**195 DUTY DAYS 16-17** (Pay periods September-August)  
**Monday, August 8, 2016 - Wednesday, June 7, 2017**

**Last Duty Day 2015-16**  
**Wednesday, June 8, 2016**

Length of Day – 8 hours (includes lunch)  
Diagnostician & LPC – Sp. Education  
Speech Therapist  
ARD Facilitator  
Adapted PE  
Instructional Technology Specialist  
Truancy Officer  
Child Development Center Staff  
Instructional Coach

Length of Day\* -see below  
Counselor – Middle/AEC  
Student Support Counselor  
Teacher – Vocational – High School  
Clerk – Special Pops. Career/Tech.  
Social Worker  
Clerk, Diagnostician – HS/Mid./Int./Ele.  
Attendance Clerk – Middle

---

**190 DUTY DAYS 16-17** (Pay periods September-August)  
**Wednesday, August 10, 2016 - Friday, June 2, 2017**

**Last Duty Day 2015-16**  
**Friday, June 3, 2016**

Length of Day\*-see below  
Secretary, Assistant Principal – High/Middle Schools  
Counselor – Intermediate & Elementary

Length of Day\* -see below  
Librarian (all)

---

**187 DUTY DAYS 16-17** (Pay periods September-August)  
**Monday, August 15, 2016 - Friday, June 2, 2017**

**Last Duty Day 2015-16**  
**Friday, June 3, 2016**

Length of Day – 8 hours (includes lunch)  
Speech Therapist  
LPC

Length of Day\* -see below  
Teacher/RN/Trainers/Reading Specialists  
Band Director-MS/Asst. Band Director - HS

---

**186 DUTY DAYS 16-17** (Pay periods September-August)  
**Monday, August 15, 2016 - Friday, June 2, 2017**

**Last Duty Day 2015-16**  
**Friday, June 3, 2016**

Length of Day – 8 hours (includes lunch)  
Truancy Officer

Length of Day\* -see below  
Aide (All)  
LVN  
Receptionist, Campus  
Attendance Clerk – High School/Intermediate School

---

**261 DUTY DAYS 16-17** (Pay periods September-August)  
**Thursday, September 1, 2016 –Thursday, August 31, 2017**  
10 Paid Holidays

**Last Duty Day 2015-16**  
**Wednesday, August 31, 2016**

Non-Exempt  
Custodian/Night Supervisors  
Maintenance Staff  
Mechanic – Transportation  
Police Officer & Dispatch Staff  
Secretary to Maintenance Manager

Exempt  
Shop Foreman - Transportation

**NOTE:** November 21, 2016 is a holiday for all 186-day paraprofessionals. 186-day classroom aides and office staff need 7.5 SDCE/comp time hours to be off May 29, 2017. Paras working more than 186 but fewer than 226 days need 15 hours to be off November 21, 2016 and May 29, 2017. Teachers/professional staff working 187 days or more but fewer than 226 days need 12 hours of approved and verified professional development to be off November 21, 2016 and May 29, 2017.

\*Duty-free 30 minute lunch is included in length of day. All professional campus staff work the length of school day plus 45 minutes. All non-professional campus staff (paras and clerical) work the length of school day plus 30 minutes. Arrival and departure times are determined by principals.