

2017-2018 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 17-18 *(Pay periods July-June)*

Monday, July 3, 2017– Friday, June 29, 2018

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 2016-17

Friday, June 30, 2017

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 17-18 *(Pay periods August-July)*

Monday, July 17, 2017 – Friday, June 8, 2018

Length of Day – 8.5 hours (includes lunch)

Health Services Trainer & Secretary

Last Duty Day 2016-17

Friday, June 16, 2017

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 17-18 *(Pay periods August-July)*

Monday, July 17, 2017 – Friday, June 1, 2018

Length of Day – 8 hours (includes lunch)

LSSP
 Lead Speech Therapist & Brailist
 Occupational Therapist
 Behavior Specialist

Last Duty Day 2016-17

Friday, June 9, 2017

Length of Day* -see below

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

202 DUTY DAYS 17-18 *(Pay periods August-July)*

Monday, July 24, 2017 – Friday, June 1, 2018

Length of Day – 8 hours (includes lunch)

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

Last Duty Day 2016-17

Friday, June 9, 2017

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 17-18 (Pay periods September-August)
Monday, July 31, 2017 – Thursday, May 31, 2018

Last Duty Day 2016-17
Wednesday, June 7, 2017

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 17-18 (Pay periods September-August)
Wednesday, August 2, 2017 - Friday, May 25, 2018

Last Duty Day 2016-17
Friday, June 2, 2017

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

Length of Day* -see below
Librarian (all)

187 DUTY DAYS 17-18 (Pay periods September-August)
Monday, August 7, 2017 - Friday, May 25, 2018

Last Duty Day 2016-17
Friday, June 2, 2017

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 17-18 (Pay periods September-August)
Monday, August 7, 2017- Friday, May 25, 2018

Last Duty Day 2016-17
Friday, June 2, 2017

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 17-18 (Pay periods July-June)
Monday, July 3, 2017– Friday, June 29, 2018

Last Duty Day 2016-17
Friday, June 30, 2017

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

Exempt
Shop Foreman - Transportation

NOTE: November 20, 2017 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 March 12, 2018. Paras working more than 186 days need 15 hours to be off November 20, 2017 and March 12, 2018. Teachers/professional staff working 187 days or more need 12 hours of approved and verified professional development to be off November 20, 2017 and March 12, 2018. All 226-day employees must use paid leave, comp time (paras), or flex time (professionals) to be off November 20, 2017 and March 12, 2018.

*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.

Revised 4-27-17