

2018-2019 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 18-19 (Pay periods July-June)

Monday, July 2, 2018– Friday, June 28, 2019

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 2017-18

Friday, June 29, 2018

Length of Day* -see below

Principal & Secretary – Middle & High Schools

ROTC

Associate Principal – High School

Head Band Director – High School

Lead Counselor – High School & Career Tech

Ag. Teacher – High School

Registrar, Bookkeeper, Counselor Secretary – HS

PEIMS Clerk – Career Tech

212 DUTY DAYS 18-19 (Pay periods August-July)

Monday, July 16, 2018 – Monday, June 10, 2019

Length of Day – 8.5 hours (includes lunch)

Health Services Trainer & Secretary

Last Duty Day 2017-18

Friday, June 8, 2018

Length of Day* -see below

Principal & Secretary - Elementary/Intermediate Schools

Administrator & Secretary – AEC

Head BB Coach – High School

Assistant Principal – Middle School

Assistant Principal (LHS/BBCTA)

207 DUTY DAYS 18-19 (Pay periods August-July)

Monday, July 16, 2018 – Monday, June 3, 2019

Length of Day – 8 hours (includes lunch)

LSSP

Lead Speech Therapist & Brailist

Occupational Therapist

Behavior Specialist

Last Duty Day 2017-18

Friday, June 1, 2018

Length of Day* -see below

Assistant Principal – High School

Computers/Registrar – Middle/Intermediate/AEC

Clerk, HS Diagnosticians

202 DUTY DAYS 18-19 (Pay periods August-July)

Monday, July 23, 2018 – Monday, June 3, 2019

Length of Day – 8 hours (includes lunch)

Diagnostician/LPC/LSSP

Related Services Teacher - Visually Impaired

Occupational & Physical Therapist

Last Duty Day 2017-18

Friday, June 1, 2018

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 18-19 (Pay periods September-August)
Monday, July 30, 2018 – Thursday, May 30, 2019

Last Duty Day 2017-18
Thursday, May 31, 2018

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 18-19 (Pay periods September-August)
Thursday, August 2, 2018 - Tuesday, May 28, 2019

Last Duty Day 2017-18
Friday, May 25, 2018

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

Length of Day* -see below
Librarian (all)

187 DUTY DAYS 18-19 (Pay periods September-August)
Monday, August 6, 2018 - Friday, May 24, 2019

Last Duty Day 2017-18
Friday, May 25, 2018

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 18-19 (Pay periods September-August)
Monday, August 6, 2018- Friday, May 24, 2019

Last Duty Day 2017-18
Friday, May 25, 2018

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 18-19 (Pay periods July-June)
Monday, July 2, 2018– Friday, June 28, 2019

Last Duty Day 2017-18
Friday, June 29, 2018

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

Exempt
Shop Foreman - Transportation

NOTE: November 19, 2018 is a holiday for all 186-day paraprofessionals. 186-day classroom aides and office staff need 7.5 comp time hours to be off March 11, 2019. Paras working more than 186 days need 15 hours to be off November 19, 2018 and March 11, 2019. Teachers/professional staff working 187 days or more need 12 hours of approved and verified professional development to be off November 19, 2018 and March 11, 2019. All 226-day employees must use paid leave, comp time (paras), or flex time (professionals) to be off November 19, 2018, and March 11, 2019.

*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 5-11-18