

# 2022-2023 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 21-22 (Pay periods July-June)**

**Friday, July 1, 2022 – Friday, June 30, 2023**

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 2021-22**

**Thursday, June 30, 2022**

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

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**212 DUTY DAYS 22-23 (Pay periods August-July)**

**Monday, July 11, 2022 – Monday, June 05, 2023**

**\*217 DUTY DAYS 22-23**

**Monday, July 11, 2022 – Monday, June 12, 2023**

Length of Day – 8.5 hours (includes lunch)

Health Services Trainer & Secretary

**Last Duty Day 2021-22**

**Monday, June 06, 2022**

**\*217 Last Duty Day 2021-22**

**Monday, June 13, 2022**

Length of Day\* -see below

Principal Elementary & Secretary - ES/IS

Administrator & Secretary – AEC

Head BB Coach – High School

Assistant Principal – Middle School

Assistant Principal (LHS/BBIA)

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**207 DUTY DAYS 22-23 (Pay periods August-July)**

**Monday, July 18, 2022 – Monday, June 05, 2023**

Length of Day – 8 hours (includes lunch)

LSSP

Lead Speech Therapist & Brailist

Occupational Therapist

Behavior Specialist

Instructional Technology Specialist

**Last Duty Day 2021-22**

**Tuesday, May 31, 2022**

Length of Day\* -see below

Assistant Principal – High School

Computers/Registrar – MS/IS/AEC

Clerk, HS Diagnosticians

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**205/202 DUTY DAYS 22-23 (Pay periods August-July)**

**(205) Monday, July 18, 2022 – Thursday, June 1, 2023**

**(202) Monday, July 25, 2022 – Monday, June 5, 2023**

Length of Day – 8 hours (includes lunch)

Diagnostician/LPC/LSSP

Related Services Teacher - Visually Impaired

Occupational & Physical Therapist

Vocational Teacher – High School/AEC

**Last Duty Day 2021-22**

**Thursday, June 2, 2022**

**Tuesday, May 31, 2022**

Length of Day\* -see below

Counselor – High School

PEIMS/Data Clerk – High School/Elementary

Instructional Coach (205)

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 22-23** (Pay periods September-August)  
**Wednesday, August 3, 2022 – Monday, June 5, 2023**

Length of Day – 8 hours (includes lunch)  
Diagnostician & LPC – Sp. Education  
Speech Therapist  
ARD Facilitator  
Adapted PE  
Truancy Officer  
Child Development Center Staff  
Instructional Coach (195)

**Last Duty Day 2021-22**  
**Wednesday, June 1, 2022**

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/MS/IS/ES  
Attendance Clerk – Middle

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**190 DUTY DAYS 22-23** (Pay periods September-August)  
**Friday, August 5, 2022 - Wednesday, May 31, 2023**

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

**Last Duty Day 2021-22**  
**Tuesday, May 31, 2022**

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

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**187 DUTY DAYS 22-23** (Pay periods September-August)  
**Monday, August 8, 2022 - Friday, May 26, 2023**

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

**Last Duty Day 2021-22**  
**Friday, May 27, 2022**

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

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**186 DUTY DAYS 22-23** (Pay periods September-August)  
**Monday, August 8, 2022 - Friday, May 26, 2023**

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

**Last Duty Day 2021-22**  
**Friday, May 27, 2022**

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

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**261 DUTY DAYS 22-23** (Pay periods July-June)  
**Friday, July 1, 2022 – Friday, June 30, 2023**

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

**Last Duty Day 2021-22**  
**Thursday, June 30, 2022**  
Exempt  
Shop Foreman - Transportation

**NOTE:** November 21, 2022 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 13, 2023. Paras working more than 186 days need 15 hours to be off November 21, 2022 and March 13, 2023. Teachers/professional staff working 187 days or more need 12 hours of approved and verified professional development to be off November 21, 2022 and March 13, 2023. All 226-day employees must use paid leave, comp time (paras), or flex time (professionals) to be off November 21, 2022, and March 13, 2023.

\*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.

Updated 1-26-22