

2023-2024 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 23-24 (Pay periods July-June)

Monday, July 10, 2023– Friday, June 28, 2024

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 2022-23

Friday, June 30, 2023

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 23-24 (Pay periods August-July)

Monday, July 10, 2023 – Monday, June 3, 2024

***217 DUTY DAYS 23-24**

Monday, July 10, 2023 – Monday, June 10, 2024

Length of Day – 8.5 hours (includes lunch)

Health Services Trainer & Secretary

Last Duty Day 2022-23

Monday, June 05, 2023

***217 Last Duty Day 2022-23**

Monday, June 12, 2023

Length of Day* -see below

*Principal Intermediate - 217
Principal Elementary
Secretary Elementary & Intermediate
Administrator & Secretary – AEC
Head BB Coach – High School
Assistant Principal – Middle School
Assistant Principal (LHS/BBIA)

207 DUTY DAYS 23-24 (Pay periods August-July)

Monday, July 17, 2023 – Monday, June 3, 2024

Length of Day – 8 hours (includes lunch)

LSSP
Lead Speech Therapist & Brailist
Occupational Therapist
Behavior Specialist
Instructional Technology Specialist

Last Duty Day 2022-23

Monday, June 05, 2023

Length of Day* -see below

Assistant Principal – High School
Computers/Registrar – MS/IS/AEC
Clerk, HS Diagnosticians

205/202 DUTY DAYS 23-24 (Pay periods August-July)

(205) Monday, July 17, 2023 – Thursday, May 30, 2024

(202) Monday, July 24, 2023 – Monday, June 3, 2024

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 2022-23

Thursday, June 1, 2023

Monday, June 5, 2023

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. *Updated 6/20/23*

195 DUTY DAYS 23-24 *(Pay periods September-August)*
Tuesday, August 1, 2023 – Friday, May 31, 2024

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 2022-23
Monday, June 5, 2023

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

190 DUTY DAYS 23-24 *(Pay periods September-August)*
Monday, August 7, 2023 - Thursday, May 30, 2024

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

Last Duty Day 2022-23
Wednesday, May 31, 2023

Length of Day* -see below
Librarian (all)

187 DUTY DAYS 23-24 *(Pay periods September-August)*
Monday, August 7, 2023 - Friday, May 24, 2024

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

Last Duty Day 2022-23
Friday, May 26, 2023

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

186 DUTY DAYS 23-24 *(Pay periods September-August)*
Monday, August 7, 2023 - Friday, May 24, 2024

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

Last Duty Day 2022-23
Friday, May 26, 2023

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

261 DUTY DAYS 23-24 *(Pay periods July-June)*
Monday, July 3, 2023– Friday, June 28, 2024

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

Last Duty Day 2022-23
Friday, June 30, 2023

Exempt
Shop Foreman - Transportation

NOTE: November 20, 2023 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, 2024. Paras working more than 186 days need 15 hours to be off November 20, 2023 and March 11, 2024. Teachers/professional staff working 187 days or more need 12 hours of approved and verified professional development to be off November 20, 2023 and March 11, 2024. All 226-day employees must use paid leave, comp time (paras), or flex time (professionals) to be off November 20, 2023, and March 11, 2024.

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