

ARLINGTON PUBLIC SCHOOLS
Personnel Office

May 13, 2011

MEMORANDUM

TO: All Staff

FROM: Betty Hobbs, Assistant Superintendent for Personnel Services
Ellen Kennedy, Director of Employee Relations

SUBJECT: Suggested Work Calendar for the 2011-2012 School Year (All schools except Barcroft and High School Continuation)

1. **First Day of Work**

* **Assistants**

* Elementary School (187 Days)	August 29, 2011
* Middle School (187 Days)	August 29, 2011
* High School (187 Days)	August 29, 2011
* Resource Asst (190 Days)	August 29, 2011
* COTA/CPTA ¹ (190 Days)	August 29, 2011
* Library/Media (195 Days)	August 24, 2011
* <u>Administrative Assistants (G-Scale)</u>	
* Instructional (196 Days)	August 23, 2011
* Library/Media (196 Days)	August 23, 2011
* Educational (208 Days)	August 15, 2011

2. **Monday August 29, 2011** – All A-scale employees are scheduled to work. Building principals and administrators set specific days for reporting. As a guideline, employees work the following number of days during this week:

Elementary A-Scale 187-day employees	four days (8/29, 8/30, 8/31, & 9/1)
Middle School A-Scale 187-day employees	three days (8/29, 8/30, & 8/31)
High School 187-day A-scale employees	two days (8/29, 8/30)
190-day resource assistants	three days (8/29, 8/30, & 8/31)

3. **Thursday, October 6, 2011** is an elementary school parent-teacher conference day. 187-day elementary school assistants **are not** scheduled to report to work. 190-day Resource Assistants and 187-day middle and high school assistants **are** scheduled to work.
4. **Friday, October 7, 2011** is an elementary and middle school parent-teacher conference day. 187-day elementary and middle school assistants **are not** scheduled to report to work. 190-day Resource Assistants and 187-day high school assistants **are** scheduled to work.
5. **Tuesday, November 8, 2011** is a grade preparation day for elementary, middle, and high schools teachers. All ten-month A-scale employees **are** scheduled to work on this day to attend the A-scale in-service. 196-day and 208-day G-Scale employees **are** scheduled to report to work.

¹ COTA = Certified Occupational Therapy Assistant, CPTA = Certified Physical Therapy Assistant

6. **Wednesday, November 23, 2011** is the beginning of the Thanksgiving Break for students. A- and G-scale employees who work 10 months **are not** scheduled to work on this day.
7. **Friday, December 23, 2011 through Monday, January 2, 2012** Schools are closed for winter break. Ten month A- and G-scale employees are not scheduled to report to work on these days.
8. **Tuesday, January 3, 2012** All ten-month employees return to work from Winter Break.
9. **Monday, January 23, 2012** is a grade preparation day for elementary, middle and high school teachers. A-scale employees **are** scheduled to report to work for professional learning. 196-day G-scale employees **are not** scheduled to report to work. 208-day G-scale employees **are** scheduled to report to work.
10. **Thursday, March 1, 2012** is an elementary school parent-teacher conference day. 187-day elementary school assistants **are not** scheduled to report to work. Middle and high school assistants **are** scheduled to report to work.
11. **Friday, March 2, 2012** is an elementary and middle school parent-teacher conference day. 187-day elementary and middle school assistants **are not** scheduled to report to work. High school assistants **are** scheduled to report to work.
12. **Monday, April 9, 2012** is a grade preparation day for elementary, middle and high school teachers. A-scale employees who work 187 days, 190 days and 195 days **are not** scheduled to report to work. G-scale employees who work 196-days **are not** scheduled to report to work. G-scale employees who work 208-days **are** scheduled to report to work.
13. **Monday, April 2, 2012 through Friday, April 6, 2012** is the scheduled Spring Break. Ten-month A- and G-scale employees are not scheduled to report to work.
14. **Wednesday, June 20, 2012** is the last scheduled day of school for high school students, and the last work day for 187-day high school assistants.
15. **Thursday, June 21, 2012** is the last scheduled day of school for middle school students, and the last work day for 187-day middle school assistants.
16. **Friday, June 22, 2012** is the last scheduled day of school for elementary school students, and the last work day for 187-day elementary school assistants, and 190-day resource assistants.
17. **A-Scale Daily Work Schedules.** Please note that the following work schedules apply to 10-month A-scale employees:

*	A-6/7/9 Instructional Assistants	187 Days, 7 hours per day
*	A-6/7/9 Library Media Assistants	195 Days, 8 hours per day
*	A-9 Resource Assistants	190 Days, 8 hour per day
*	A-12 COTA/PTA	190 Days, 8 hours per day

The daily work schedules above do not include the assistant's unpaid, unencumbered 35-minute duty-free lunch period.

For your information, we have attached a chart indicating the suggested number of workdays in each month during the school year for A-scale and ten-month G-scale employees. **Principals and**

administrators may change the recommended days worked to meet the needs of the schools.
If you have any questions about this information or chart, please contact Ellen Kennedy at x6103 or Patrick Tien at x2006.

Suggested Number of Work Days Per Month for A & G-Scale Employees

	*Elem Assts.	**MS Assts.	**HS Assts	COTA/ CPTA Res. Asst.	Library/Media Assistants	G-Scale	G-Scale
No. of Days	187	187	187	190	195	196	208
First Day	8/29/11	8/29/11	8/29/11	8/29/11	8/24/11	8/23/11	8/15/11
July	0	0	0	0	0	0	0
August	3	3	2	3	6	7	13
September	20	19	19	19	21	21	21
October	18	19	20	20	20	20	20
November	18	18	18	18	18	18	18
December	16	16	16	16	16	16	16
January	19	19	19	19	19	19	20
February	20	20	20	20	20	20	20
March	20	21	22	22	22	22	22
April	15	15	15	15	15	15	16
May	22	22	22	22	22	22	22
June	16	15	14	16	16	16	20
Last Day	6/22/12	6/21/12	6/20/12	6/22/12	6/22/12	6/22/12	6/28/12

*Elementary Instructional Assistants include A-6/7/9 Instructional, Kindergarten, Montessori, ESOL/HILT and Special Education Assistants working at the elementary level.

**Secondary Instructional Assistants include A-6/7/9 Instructional, ESOL/HILT and Special Education Assistants working in the Middle and Senior High Schools.