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**DEPARTMENT OF HUMAN RESOURCES**

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BULLETIN # (2016-17)  
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DATE: May 10, 2017  
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TO: P-12 PRINCIPALS, SUPERVISORS, ENGINEERS, SECRETARIES, PARAPROFESSIONAL/  
INSTRUCTIONALS, INTERPRETER TECHNICIANS, FOOD SERVICE, TRANSPORTATION AND  
NOON HOUR SUPERVISORS

SUBJECT: NON-INSTRUCTIONAL WORK SCHEDULE FOR THE 2017-2018 SCHOOL YEAR

For the 2017-18 school year students will return to school on Tuesday, September 5, 2017. The following information is being provided to facilitate summer planning.

The first scheduled work day of the 2017-18 school year for ten (10) month Secretaries and Receptionist/Clerks will be **MONDAY, AUGUST 21, 2017**. The mandatory secretary inservice will be held on Wednesday, August 23, 2017. All building secretaries and receptionist/clerks will be required to attend that day and buildings will be closed.

The first scheduled work day of the 2017-18 school year for ten (10) month High School Counseling Secretaries will be **MONDAY, AUGUST 28, 2017**.

The first scheduled work day of the 2017-18 school year for ten (10) month Media Secretaries will be **MONDAY, AUGUST 28, 2017**.

The first scheduled work day of the 2017-18 school year for ten (10) month Elementary Paraprofessional/Instructional, Elementary Interpreter Technicians and Elementary Instructional Technicians will be **TUESDAY, SEPTEMBER 5, 2017**. **Monday, August 28, 2017 is scheduled to be the mandatory selection day for paraprofessionals who are eligible to select. In addition, all Title I and Special Education paraprofessionals are required to attend the teacher's professional development day on August 29, 2017 with their teacher. For Special Education paraprofessionals, there may be half-days of professional development on the afternoons of September 5, 2017, October 13, 2017, November 3, 2017, January 26, 2018, and on the full day of November 7, 2017. There will also be professional development on Saturday, April 10, 2018. All professional development (except the Saturday, will be mandatory – details to follow).**

The first scheduled work day of the 2017-18 school year for ten (10) month Secondary Paraprofessional/Instructional, Secondary Interpreter Technician, Secondary Instructional Technicians and Middle School Counseling Secretaries will be **TUESDAY, SEPTEMBER 5, 2017**. **Monday, August 28, 2017 is tentatively scheduled to be the mandatory selection day for paraprofessionals who are eligible to select. In addition, all Title I and Special Education paraprofessionals are required to attend the teacher's professional development day on August 29, 2017 with their teacher. For Special Education paraprofessionals, there may be half-days of professional development on the afternoons of September 5, 2017, October 13, 2017, November 3, 2017, January 29, 2018, and on the full day of November 7, 2017. There will also be professional development on Saturday, April 10, 2018. All professional development (except the Saturday, will be mandatory – details to follow).**

The first scheduled work day of the 2017-18 school year for Noon Hour Supervisors who work a breakfast program is **TUESDAY, SEPTEMBER 5, 2017**. The first scheduled work day of the 2017-18 school year for Noon Hour Supervisors who do not work a breakfast program will be **WEDNESDAY, SEPTEMBER 6, 2017**.

The first scheduled work day of the 2017-18 school year for Food Service employees who work a breakfast program is **TUESDAY, SEPTEMBER 5, 2017.** The first scheduled work day of the 2017-18 school year for Food Service employees who **do not** work a breakfast program will be **WEDNESDAY, SEPTEMBER 6, 2017.**

**\*\*THERE IS A MANDATORY KITCHEN PREPARATION DAY ON THURSDAY, AUGUST 31, 2017 AND ALL FOOD SERVICE PERSONNEL ARE REQUIRED TO REPORT. THIS IS NOT VOLUNTARY.**

The first scheduled work day of the 2017-18 school year for ten (10) month bus drivers will be **TUESDAY, SEPTEMBER 5, 2017.** **THIS DOES NOT INCLUDE THE MANDATORY INSERVICE DAYS OF AUGUST 30 AND 31, 2017.**

The first scheduled work day of the 2017-18 school year for all ten (10) month custodians will be **WEDNESDAY, AUGUST 30, 2017.** The custodial inservice will be **Thursday, August 31, 2017.**

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