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DEPARTMENT OF HUMAN RESOURCES

Maysam Alie-Bazzi, Executive Director

Nada Alamaddine, Director  
Amal Alcodray, Director  
Robert J. Seeterlin, Director

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BULLETIN # 86 (2021-22)  
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DATE: April 27, 2021  
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**Possible changes in state law or other factors, especially related to COVID-19 may affect dates on this calendar.**

TO: P-12 PRINCIPALS, SUPERVISORS, ENGINEERS, SECRETARIES, PARAPROFESSIONAL/  
INSTRUCTIONALS, FOOD SERVICE, TRANSPORTATION AND NOON HOUR SUPERVISORS

SUBJECT: NON-INSTRUCTIONAL WORK SCHEDULE FOR THE 2021-22 SCHOOL YEAR

For the 2021-22 school year students are scheduled to return to school on Monday, August 30, 2021. The following information is being provided to facilitate summer planning.

The first scheduled work day of the 2021-22 school year for ten (10) month Secretaries and Receptionist/Clerks will be **MONDAY, AUGUST 16, 2021**. **The mandatory secretary inservice will be held on Wednesday, August 18, 2021. All building secretaries and receptionist/clerks will be required to attend that day.**

The first scheduled work day of the 2021-22 school year for ten (10) month High School Counseling Secretaries will be **MONDAY, AUGUST 23, 2021**.

The first scheduled work day of the 2021-22 school year for ten (10) month Media Secretaries will be **MONDAY, AUGUST 23, 2021**.

The first scheduled work day of the 2021-22 school year for ALL ten (10) month Paraprofessional/Instructional, Elementary Instructional Technicians will be **Monday, August 30, 2021**.

**All Title I and Special Education paraprofessionals are required to attend the teacher's professional development day scheduled for Friday, August 27, 2021 with their teacher. For Special Education paraprofessionals, be prepared for professional development which will be held on September 17, 2021, October 8, 2021, November 2, 2021, January 21, 2022, and March 18, 2022.**

**Paras will be required to work at their building on the following two half-days: August 30, 2021 and June 17, 2022.**

The first scheduled work day of the 2021-22 school year for Noon Hour Supervisors who work a breakfast program is **MONDAY, AUGUST 30, 2021**. The first scheduled work day of the 2021-22 school year for Noon Hour Supervisors who **do not** work a breakfast program will be **TUESDAY, AUGUST 31, 2021**. Information regarding any mandatory professional development will be sent when finalized.

The first scheduled work day of the 2021-22 school year for Food Service employees is **MONDAY, AUGUST 30, 2021**.

**\*\*THERE IS A MANDATORY KITCHEN PREPARATION DAY ON THURSDAY, AUGUST 26, 2021 AND ALL FOOD SERVICE PERSONNEL ARE REQUIRED TO REPORT. THIS IS NOT VOLUNTARY.**

Information regarding any mandatory professional development will be sent when finalized.

The first scheduled work day of the 2021-22 school year for ten (10) month bus drivers and bus attendants will be **MONDAY, AUGUST 30, 2021.** **THIS DOES NOT INCLUDE THE MANDATORY PROFESSIONAL DEVELOPMENT DAYS OF AUGUST 25 AND 26, 2021.**

The first scheduled work day of the 2021-22 school year for all ten (10) month custodians will be **THURSDAY, AUGUST 19, 2021.** The mandatory custodial professional development will be **AUGUST 24, 2021.**

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