

**SECRETARIES WORK YEAR  
2015-2016 SCHOOL YEAR**

\*\*\*\*\*

**218 Day Secretaries:** (3 wks before teachers/2 wks after)

First day to report: Tuesday, August 11, 2015

Last work day: Wednesday, June 29, 2016

Secretary to:

- High School Principal
- Assistant High School Principal
- High School Guidance Office
- Middle School Principal
- Assistant Middle School Principal
- Curriculum Secretaries

\*\*\*\*\*

**213 Day Secretaries:** (2 wks before teachers/2 wks after)

First day to report: Tuesday, August 18, 2015

Last work day: Wednesday, June 29, 2016

Secretary to:

- Special Services - Position A

\*\*\*\*\*

Teacher Work-year: 183 days

(9/1/2015 to 06/15/2016)

Note:

All Teachers report Tuesday, 9/1/2015

Students report Tuesday, 9/8/2015

Last day for Teachers, Wednesday, 6/15/16

\*\*\*\*\*

**203 Day Secretaries:** (1 wk before teachers/1 wk after)

First day to report: Tuesday, August 25, 2015

Last work day: Wednesday, June 22, 2016

Secretary to:

- Elementary Principal
- Half-time Elementary Secretary
- Half-time Middle School Secretary
- Athletic Office
- Child Accounting
- Half-time ECDC Secretary

\*\*\*\*\*

**198 Day Secretaries:** (2 days before teachers/3 days after)

First day to report: Friday, August 28, 2015

Last work day: Monday, June 20, 2016

Secretary to:

- High School Media Center
- Middle School Media Center

\*\*\*\*\*

**Administration Building Secretaries:**

The work hours and work year for the Administration Building Secretaries will remain the same.

**210 Day Secretaries:** (2 weeks before teachers/1 week & 1 day after)

First day to report: Monday, August 17, 2015

Last work day: Thursday, June 23, 2015

Secretary to:

- Owen Intermediate