

Revised November 4, 2011

**JEFFERSON COUNTY PUBLIC SCHOOLS
2011 - 2012 WORKING CALENDAR SUMMARY**

The JCPS School Calendar is on the JCPS web site.

(Working calendars by base days may be accessed on line through the JCPS system. For more information, call the Response Center at 3552.)

NUMBE DAYS	CAL NO.	SELECTED JOB TITLES (Number of days to be worked is to be found in Job Description then the working calendar may be located below.)	BEGIN DATE 2011	END DATE 2012
147	14701 MUNIS 002	Bus Monitor Early Childhood Pre K , ECE School Clerk (Non-work days: professional development, conference, Fridays, <i><u>except August 12</u></i> , 8/18, 11/8, 11/23, 5/22) (4 paid holidays) (Work: 8/12, nonflexible professional development)	8/12	5/30
150	15001 MUNIS 004	Teacher, Itinerant Teacher, Teacher P/T, Speech Language Pathologist, Instructional Assistant Pre K, Clerk II FRYSC (Non-work days: professional development, conference, Fridays <i><u>except August 12</u></i> , 11/8, 11/23; 5/22) (4 paid holidays)(Work: nonflexible professional development)	8/11	5/31
171	17101 MUNIS 006	Bus Monitor (Head Start) , (Non-work days: 3 professional development, conference, & 8 days: 8/15-8/19, 8/26; 10/11, 10/28; 11/8, 11/23; 1/13; 2/10, 2/17; 3/2; 4/6, 4/22; 5/22) (4 paid holidays) (Work nonflexible professional development)	8/12	5/25
177	17701 MUNIS 009	Clerk School Library Media, Clerk School Media Center (3.5 hrs), Lunchroom/Office Assistant, Lunchroom Monitor (3.5hrs)(Non- work days: holidays, professional development, conference, 11/8, 11/23; 5/22) (Work: nonflexible professional development)	8/15	5/30
180	18001 MUNIS 072	Instructor Home Based (Non-work days: 3 professional development, conference, 8/19, 8/26; 11/8, 11/23; 5/22) (4 paid holidays)(Work nonflexible professional development)	8/12	5/30
182	18201 MUNIS 011	Library Media Clerk elementary (6.5 hrs), Lunchroom/Office Assistant, Lunchroom Monitor (6.5 hrs.) (Non-work days: 3 professional development, 2 non-flexible professional, conference, 11/8,11/23; 5/22) (4 paid holidays)(Work: 8/12, professional development)	8/11	5/31
182	18203 MUNIS 073	Instructor II's & III's, Instructional Assistants—Head Start, PreK, (Non-work days: conference, nonflexible professional 10/28, 11/8,11/23; 1/13, 4/6, 5/22)(4 paid holidays)(Work 4 professional development)	8/11	5/31

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183	18307 MUNIS 013	Food Service Asst. (full time) (Non-work days: 3 professional development, conference, 11/8, 11/23; 5/22) (4 paid holidays)(Work 1 professional development 8/12)(Work: nonflexible professional development)	8/12	5/31
184	18401 MUNIS 017	Bus Driver, Special Needs Transportation, Transportation Bus Monitor (Non-work days: professional development, conference,8/9-8/12, 10/10, 10/11, 11/7,11/23; 2/13; 5/22) (4 paid holidays)(Work nonflexible professional development, 5/27)	8/3	5/31
185	18503 MUNIS 018	Clerk I and II, Family Liaison Worker, Health Technician, Library Media Clerk (Middle & High), Parent Liaison, School Clerk, Nurse, Substitute Caller, Therapist Assistant (Non-work days: 2 professional development, conference, 11/8,11/23; 5/22) (4 paid holidays)(Work 2 professional development: 8/12, 3/2) (Work: nonflexible professional development)	8/11	5/31
185	18518 MUNIS 021	Food Service Lead Assistant (Non-work days: 3 professional development, conference, 11/8,11/23; 5/22) (4 paid holidays) (Work 1 professional development: 8/12)(Work: nonflexible professional development)	8/10	5/31
187	18701 MUNIS 023	Administrative Intern, Bilingual Assoc. Instructor I, II, III; Clerk II-FR/YSC, Consultant-Food Services, Co-Op Child Development Center Associate, Consumer Title VI-YPAS, Diagnostician-ECE Early Childhood, ECE Instructional Assistant, Education Interpreter I, II, III; Evaluation Lab Assistant, Family Service Facilitator, Health Technician, Home/School Coordinator, Instructor- Head Start (Resource), Early Childhood Resource Teacher, Instructional Assistant, Instructional Assistant Title I, Instructor I-II-III, Intervention Specialist, Itinerant Teacher, Nurse, Orientation & Mobility Specialist (certified & classified), Parent Liaison, Resource Teacher, Resource Technician, Middle School Records Clerk, School Clerk, School Media Center Librarian, Social Worker, Speech/Language Pathologist, Teacher, Teacher-Learning Labs, Teacher/Writer, Title VI ESAA Home School Coordinators and Clerk II FRC/YSC (Non-work days: conference, 11/8,11/23; 5/22) (4 paid holidays)(Work 4 professional development) (Work: nonflexible professional development)	8/11	5/31
187	18703 MUNIS 033	Food Service Assistant Cook-Chill (Non-work days: 3 professional development, conference, 2 nonflexible professional, 11/8, 11/23)(4 paid holidays)(Work: 1	7/26	5/18

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		professional development: 8/12)		
187	18704 MUNIS 034	Food Service Assistant Bakery/Packaging Assembly 1 st shift (Non-work days: 3 professional development, conference, 8/9; 11/8, 11/23; 5/22)(4 paid holidays) (Work 1 professional development: 8/12) (Work: nonflexible professional development)	8/4	5/25
187	18710 MUNIS 026	In-School Security (Non-work days: 2 professional development (3/2 & 5/4); 11/8, 11/23; 5/22) (4 paid holidays)(Work 2 professional development: 8/12, & 9/30; conference (10/11 & 2/13) (Work 2 nonflexible professional development(10/10, 11/7)	8/11	5/31
187	18725 MUNIS 029	Adult and Cont. Ed (Non-work days: conference, 31 Fridays: 7/15, 22, 29; 8/5, 8/26; 9/2, 16, 23; 10/7, 21, 28; 11/4, 7, 8, 18, 23, 25; 12/9, 16; 1/13, 20, 27; 2/3, 2/10, 2/24; 3/9, 23; 4/6, 20, 27; 5/ 11, 25; 6/1) (2 nonflexible professional)(4 paid holidays)(Work 4 professional development)	7/8	6/12
187	18726 MUNIS 030	Food Service Manager, Food Service Managing Assistant, Food Service Drivers (Non-work days: 3 professional development, conference, 8/8, 11/8, 11/23; 5/22) (4 paid holidays)(Work 1 professional development: 8/12)(Work: nonflexible professional development)	8/5	5/31
190	19001 MUNIS 035	School Clerk (Non-work days: 3 professional development, conference, 11/8, 11/23, 5/22) (4 paid holidays)(Work 1 professional development: 8/12) (Work: nonflexible professional development)	8/3	5/31
190	19002 MUNIS 036	Associate Principal-CHR, Bus Monitor Resource Head Start, Clerk I, Clerk II-School Health Coordinator, Occupational Therapist, Physical Therapist Assistant/Occupational Assistant (Non-work days: conference, 8/8, 11/8,11/23; 5/22) (4 paid holidays) (Work 4 professional development)(Work: nonflexible professional development)	8/5	5/31
194	19401 MUNIS 037	Catalogers, School Media Center Librarian, Resource Librarian (Non-work days: conference, 11/8,11/23; 5/22) (4 paid holidays)(Work 4 professional development) (Work : nonflexible professional)	8/5	6/5
195	19501 MUNIS 041	Assessment Center Counselor, Counselor-Elementary, Clerk II- JCHS, ECE Technology Liaison, Home/Hospital Resource Teacher, Job Coaches, Mental Health Counselors, Occupational	8/5	6/4

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		Therapist, Physical Therapist, Resource Teacher-Home Hospital, Safe and Drug Free Schools, Secondary School Attendance Clerk, Head Start—Clerk II (Non-work days: 11/8,11/23; 5/22)(4 paid holidays)(Work 4 professional development, conference) (Work: nonflexible professional development)		
195	19505 MUNIS 045	ECE Consulting/Resource Teacher, ESL Resource Teacher, Resource Teacher, Speech/Language Liaison, (Non-work days: conference, 11/8,11/23; 5/22)(4 paid holidays)(Work 4 professional development) (Work: nonflexible professional development)	8/1	5/31
195	19506 MUNIS 077	Licensed Practical Nurse (Non-work days: 3 professional development, 11/8,11/23; 5/22) (4 paid holidays)(Work: 1 professional development, 8/12; nonflexible professional development, conference)	8/3	6/1
195	19507 MUNIS 078	MOA Content Specialist- (Non-work days: 11/8, 11/23,4/9-13) (4 paid holidays) Work 3 professional development, conference)(Work: nonflexible professional development)	9/19	6/29
200	20001 MUNIS 046	Assistant Director of Pupil Personnel, Audiologist, Career Planners-LEEP, Clerk II Family Resource/YSC, Clerk Project, LEEP Secretary, Outreach Worker TAPP, Resource Teacher: Safe & Drug Free Schools, Psychologist/Psychometrist, Radio Operator, Family Service Workers—Head Start, Specialist-Magnet Career Pathways(Non-work days: 11/8,11/23; 5/22) (4 paid holidays) (Work 4 professional development, conference) (Work: nonflexible professional development)	8/1	6/5
202	20201 MUNIS 048	ROTC Instructor-Junior & Senior (Non-work days: conference, 11/8,11/23; 5/22) (4 paid holidays)(Work 4 professional development) (Work: nonflexible professional development)	8/2	6/12
205	20502 MUNIS 049	Occupational & Physical Therapist, School Bookkeeper I – Elementary & Special (Non-work days: 11/8,11/23; 5/22) (4 paid holidays)(Work 4 professional development, conference) (Work: nonflexible professional development)	7/25	6/5
208	20801 MUNIS 083	Teamsters Maintenance Staff-Painter/Glazers, Electricians, Plumbers, Carpenters, Helpers, Masons, Electronic Technician, Welder, Locksmiths, Plasterer, Shade Workers, Lead Journeyman, Foremen, Manager (Non-work days: Fridays, 7 paid holidays: 7/4, 9/5, 11/24, 12/26, 1/2, 1/16, & 5/28)(Work: Monday-Thursday, 10 hrs/day) No Flexible Holidays	7/4	6/28

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210	21001 MUNIS 052	Clerk-Project ID & CPMSA Project and ESL, Coordinator CPMSA Project, Data Management ESL, Clerk II- Head Start, Specialist II-III-Curriculum & Assessment and ESL, Occupational & Physical Therapist (Non-work days: 11/8,11/23; 5/22) (4 paid holidays)(Work 4 professional development, conference) (Work: nonflexible professional development)	7/14	6/1
210	21002 MUNIS 085	MOA ESL/LEP (Non-work days: 11/8, 11/23; 5/22) (4 paid holidays)(Work 4 professional development, conference) (Work: nonflexible professional development)	8/1	6/15
215	21501 MUNIS 053	Assessment Counselor, Assistant Principal-High/Middle/TAPP/ Eval Lab, MS Counselor, Curriculum Coordinator-Middle, Order/Receiving Clerk, School Bookkeeper I-Middle, School Community Liaison, Social Worker-TAPP (Non-work days: 11/8,11/23; 5/22) (4 paid holidays)(Work 4 professional development, conference) (Work: nonflexible professional development)	7/12	6/6
215	21502 MUNIS 054	High School Counselor, Secondary School Records Clerk (Non-work days: 11/8,11/23; 5/22) (4 paid holidays)(Work 4 professional development, conference)(Work: nonflexible professional development)	7/19	6/13
215	21505 MUNIS 056	In-School Security Monitor (Non-work days 11/8, 11/23; 5/22)(4 paid holidays)(Work 4 professional development, conference)(Work: nonflexible professional development)	7/12	6/6
215	21506 MUNIS 057	In-School Security Monitor (Non-work days 11/8, 11/23; 5/22)(4 paid holidays)(Work 4 professional development, conference)(Work: nonflexible professional development)	7/19	6/13
220	22001 MUNIS 059	Athletic Director--(Non-work days: conference, 11/8, 11/23; 5/22) (4 paid holidays)(Work 4 professional development)(Work: nonflexible professional development)	7/5	6/8
220	22002 MUNIS 060	Clerk II-Portfolios, Clerk- Cultural Studies, Coordinator I Title V, Coordinator-NJROTC, Physical/Occupational Therapist, Principal-Middle, Principal Middle/ Special Schools, School Bookkeeper II-High School, School Secretary I-Middle /Special Schools, Technology Specialist-Computer Education Support, Braille Clerk, Clerk I-ECE (Programs), Clerk I ECE (Early Child Speech/Lang, HI, HH, Placement, Rec), Clerk II STOP Program, Component Title I-Specialist & Technician, Clerk I-Literacy Staff, Specialist II-ECE (Non-work days: 11/8, 11/23; 5/22) (4 paid holidays)(Work 4 professional development, conference)	7/5	6/6

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		(Work: nonflexible professional development)		
220	22004 MUNIS 061	Academic Program Consultant I, II, III, & IV--JCHS, Clerk I- ECE-Assessment-OT & PT-Technology, Coordinators-Head Start, Data Research Technician- Career/Workforce, Early Childhood Specialist, Family & Community Partnerships, Principal-Elementary, Principal-Elementary Special Schools, School Administration Manager(SAMS)-Elementary/High School, School Secretary I-Elementary, School Secretary I- Special Schools, Leadership Development Coordinator, Program Specialist IV, Family Services/Parent Involvement Liaison-Head Start, HS Disabilities Coordinator, Occupational Therapist, Physical Therapist, Clerk II-Student Relations, Coordinating Psychologist, ECE Bookkeeper, Transition Specialist, Program Specialist II--LEEP, (Non-work days: 11/8, 11/23; 5/22) (4 paid holidays)(Work 4 professional development, conference) (Work: nonflexible professional development)	7/11	6/12
224	22401 MUNIS 080	Assistant Director of Pupil Personnel (ADPP) (Non-work days: 11/8, 11/23; 5/22)(4 paid holidays)(Work 4 professional development, conference)(Work: nonflexible professional development)	7/5	6/12
225	22501 MUNIS 084	MOA Content Specialist- (Non-work days: 11/8, 11/23; 5/22) (4 paid holidays) Work 4 professional development, conference)(Work: nonflexible professional development)	7/6	6/12
230	23002 MUNIS 065	Clerk/Typist-Title I, Clerks-Health Nutrition-Head Start, Clerk I- Library Media Services, Coordinator I-Resource Development, Coordinator FRYSC, Parent Coordinator-Title I, Program Specialist III, Project Coordinator-Even Start, Resource Teacher- Options, Specialist I, Occupational Therapist, Physical Therapist, Technical Specialist/Component Coordinator, Testing Technician, (Non-work days: 11/8, 11/23; 5/22) (4 paid holidays)(Work 4 professional development, conference)(Work nonflexible professional development)	7/5	6/20
230	23006 MUNIS 066	Compound Attendant (Non-work days: 7/4, 7/21-29; 11/23; 6/11- 15) (4 paid holidays) (Work 4 professional development, conference) (Work: nonflexible professional development)	7/1	6/29
230	23007 MUNIS 067	Compound Attendant, Coordinator—Louisville Education Employment Partnership (LEEP), (Non-work days: 7/1-8; 11/23; 6/21-29) (4 paid holidays) (Work 4 professional development, conference) (Work: nonflexible professional development)	7/11	6/20
230	23008 MUNIS 068	Transportation Service Assistant Coordinators (Non-work days: 11/23; 3/2, 5/4, 5/28, 3 professional development, conference)(4 paid holidays) (Work 2 professional development: 8/12, 9/30)	7/8	6/21

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		(Work: nonflexible professional development, 5/22)		
261	26101 MUNIS 071	261 work days (9 paid holidays)	7/1	6/29

PARENT-TEACHER CONFERENCE DAYS

Parent-Teacher Conference Days: extended employment for all part- and full-time teachers, librarians, athletic directors, 187-day resource teachers, speech clinicians, any itinerant 187-day teacher, and ROTC instructors. Local schools may choose to have non-scheduled employees work on the Parent-Teacher Conference Days and compensate them through the local school budget.

Parent-Teacher Conference Days: included in the scheduled work year for principals, assistant principals, counselors, school secretaries, bookkeepers, attendance clerks, family/youth resource center coordinators and clerks, career planners, order and receiving clerks, and 195-day resource teachers.

Employees do NOT work the following days on a calendar less than 260 days: 7/4; 11/8, 11/23-25; 12/19 – 1/2; 4/9-4/13; 5/22, 5/28.

2011-2012 PAID HOLIDAYS

All 261-day employees have nine paid holidays. The following days are recommended for the 2011-2012 school year.

Independence Day	July 4, 2011
Labor Day	September 5, 2011
Thanksgiving Day	November 24, 2011
Day after Thanksgiving	November 25, 2011
Christmas Day	December 26, 2011
New Year's Day	January 2, 2012
Martin Luther King, Jr., Birthday	January 16, 2012
Memorial Day	May 28, 2012

- **NOTE:** The 2011-2012 school year includes a “**Flexible Holiday**” which may be used by some employees to celebrate religious holidays. The following guidelines apply to the use of the flexible holiday by 261-day employees:
 - The holiday must be taken between 07/1/2011 and 06/30/2012 respectively. If the day is not taken during this time, it will be lost.
 - 261-day employees may choose one of the following days for the flexible holiday:

Generally recognized religious holiday

Columbus Day---October 10, 2011

Veterans Day---November 11, 2011

Thanksgiving Eve--- November 23, 2011

Presidents' Day---February 20, 2012

Flag Day---June 14, 2012

Employee's Birthday*

- **If the employee's birthday falls on a Saturday or Sunday, the employee may choose Friday or Monday.**

Halloween and Valentine's Day are examples of days that will **not** be approved. Other holidays are subject to review and approval by the Executive Director of Human Resources.