

2017-2018 Employment Schedule

School begins July 31, 2017 and ends May 23, 2018.

NOTE: Pre-planning is July 24-28, 2017; Post-planning is May 24 & 25, 2018.

ANNUAL HOURLY EMPLOYEES (260 Days)

July 1, 2017 through June 30, 2018

Please refer to the 2017-2018 annual hourly employee calendar for holidays and the Administrative Rule GARK-R regarding earned vacation leave.

ANNUAL EMPLOYEES, CAMPUS POLICE OFFICERS, AND HIGH SCHOOL SECRETARIES (240 Days)

July 1, 2017 through June 30, 2018

Please refer to the 2017-2018 annual employee calendar for holidays and the Administrative Rule GARK-R regarding earned vacation leave.

HIGH SCHOOL ASSOCIATE PRINCIPALS; COORDINATORS; CONSULTANTS; PSYCHOLOGISTS; ELEMENTARY & MIDDLE SCHOOL SECRETARIES (220 Days)

***July 3, 2017 through June 19, 2018**

(July 5, 6, 10, 11, 12, 13, 17, 18, 19, 20, 21, and 24 – summer extended workday schedule)

Employees work the same schedule as 190-day classroom teachers, plus 14 days prior to pre-planning and 16 days after post-planning. (NOTE: **High School** Associate Principals may be requested to work three additional days between July 1, 2017 and June 30, 2018. These 3 days will be assigned by the High School Principals and reported to Payroll when worked.)

ASSISTANT PRINCIPALS; COORDINATORS; PSYCHOLOGISTS (210 Days)

***July 10, 2017 through June 11, 2018**

(July 10, 11, 12, and 13 – summer extended workday schedule)

Employees work the same schedule as 190-day classroom teachers, plus 10 days prior to pre-planning and 10 days after post-planning. (NOTE: **High School** Assistant Principals may be requested to work three additional days between July 1, 2017 and June 30, 2018. These 3 days will be assigned by the High School Principals and reported to Payroll when worked.)

BOOKKEEPERS; MIDDLE SCHOOL PUPIL PERSONNEL CLERKS (200 Days)

July 18, 2017 through June 5, 2018

Employees work the same schedule as 190-day classroom teachers, plus 4 days prior to pre-planning and 6 days after post-planning.

PSYCHOLOGISTS (200 Days)

July 24, 2017 through June 11, 2018

Employees work the same schedule as 190-day classroom teachers, plus 10 days after post-planning.

HIGH SCHOOL PUPIL PERSONNEL CLERKS; HIGH SCHOOL RANK III GUIDANCE CLERKS (195 Days)

July 20, 2017 through May 31, 2018

Employees work the same schedule as 190-day classroom teachers, plus 2 days prior to pre-planning and 3 days after post-planning.

TEACHERS NEW TO COBB COUNTY (194 Days)

July 18, 2017 through May 25, 2018

Employees work the approved 2017-2018 schedule as indicated on the staff use calendar.

TEACHERS; SCHOOL LEADERSHIP INTERNS; COUNSELORS; RANK I SCHOOL CLERKS; RANK I HIGH SCHOOL GUIDANCE CLERKS; SCHOOL SOCIAL WORKERS; OCCUPATIONAL & PHYSICAL THERAPISTS; SPECIAL ED COUNTY-WIDE AND SPECIAL ED SCHOOL-BASED NURSES (190 Days)

July 24, 2017 through May 25, 2018

Employees work the approved 2017-2018 schedule as indicated on the school year calendar.

SCHOOL FOOD SERVICE MANAGERS (190 Days)

July 18, 2017 through May 24, 2018

Employees work the days that school is in session, plus 9 days of pre-planning (July 18 - 21 and July 24 - 28) and 1 day after the school year ends (May 24).

CONSULTING NURSES; RN/LPN; PARAPROFESSIONALS (183 Days)

July 24, 2017 through May 23, 2018

Employees work the days that school is in session, plus 3 days of pre-planning. **These employees must work three of the five pre-planning days as designated by their Principal or Nursing Supervisor.**

SCHOOL BUS DRIVERS (183 Days)

July 26, 2017 through May 23, 2018

Employees work the days that school is in session, plus 3 days prior to school opening.

SCHOOL FOOD SERVICE ASSISTANTS (182 Days)

July 24, 2017 through May 24, 2018 (Please note additional information regarding the first day of work)

Employees work the days that school is in session, plus 2 additional days. Managers may have the FSAs work these 2 additional days:

Option 1: two days anytime during the week prior to the beginning of school, or

Option 2: one day during the week before the first day of school and the second day on May 24, 2018.

SCHOOL BUS MONITORS (180 Days)

July 31, 2017 through May 23, 2018

Employees work the days that school is in session.

***Due to the summer work schedule, adjustments have been made to accommodate school closures on Fridays.**

Please Note: Employees are not permitted to work in excess of the number of contract or scheduled days without prior approval from Human Resources.