

2018-2019 Employment Schedule

School begins August 1, 2018 and ends May 22, 2019.

NOTE: Pre-planning is July 25-31, 2018; Post-planning is May 23 & 24, 2019.

ANNUAL HOURLY EMPLOYEES (258 Days)

July 1, 2018 through June 30, 2019

Please refer to the 2018-2019 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 (238 Days)

July 1, 2018 through June 30, 2019

Please refer to the 2018-2019 annual employee calendar for holidays and the Administrative Rule GARK-R regarding earned vacation leave.

COORDINATORS; CONSULTANTS; PSYCHOLOGISTS; ELEMENTARY & MIDDLE SCHOOL SECRETARIES (218 Days)

***July 5, 2018 through June 18, 2019**

Employees work the same schedule as 188-day classroom teachers, plus 14 days prior to pre-planning and 16 days after post-planning.

ASSISTANT PRINCIPALS; COORDINATORS; PSYCHOLOGISTS (208 Days)

***July 11, 2018 through June 10, 2019**

Employees work the same schedule as 188-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, 2018 and June 30, 2019. These 3 days will be assigned by the High School Principals and reported to Payroll when worked.)

BOOKKEEPERS; MIDDLE SCHOOL PUPIL PERSONNEL CLERKS (198 Days)

July 19, 2018 through June 4, 2019

Employees work the same schedule as 188-day classroom teachers, plus 4 days prior to pre-planning and 6 days after post-planning.

PSYCHOLOGISTS (198 Days)

July 25, 2018 through June 10, 2019

Employees work the same schedule as 188-day classroom teachers, plus 10 days after post-planning.

HIGH SCHOOL PUPIL PERSONNEL CLERKS; HIGH SCHOOL RANK III GUIDANCE CLERKS (193 Days)

July 23, 2018 through May 30, 2019

Employees work the same schedule as 188-day classroom teachers, plus 2 days prior to pre-planning and 3 days after post-planning.

TEACHERS NEW TO COBB COUNTY (192 Days)

July 18, 2018 through May 24, 2019

Employees work the approved 2018-2019 schedule as indicated on the school year calendar plus 4 days prior to pre-planning (July 18, 19, 20, and 23).

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 (188 Days)

July 25, 2018 through May 24, 2019

Employees work the approved 2018-2019 schedule as indicated on the school year calendar.

SCHOOL FOOD SERVICE MANAGERS (188 Days)

July 19, 2018 through May 23, 2019

Employees work the days that school is in session, plus 9 days of pre-planning (July 19, 20, 23 – 27, 30, and 31) and 1 day after the school year ends (May 23).

CONSULTING NURSES; RN/LPN; PARAPROFESSIONALS (181 Days)

July 25, 2018 through May 22, 2019

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 (181 Days)

July 27, 2018 through May 22, 2019

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

SCHOOL FOOD SERVICE ASSISTANTS (180 Days)

July 25, 2018 through May 23, 2019 (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 23, 2019.

SCHOOL BUS MONITORS (178 Days)

August 1, 2018 through May 22, 2019

Employees work the days that school is in session.

***Due to the summer work schedule, adjustments may be 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.