



Broken Arrow Public Schools 2018 - 19 Certified & Support Work Day Calendar

High School

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Assistant Principal	8 hr	7/26/2018	5/30/2019	12	8	3	2	2	197	200
Attendance/Asst Principal Sec	8 hr	7/26/2018	5/30/2019	12	8	3	0	0	193	n/a
Counselor (10 Month)	8 hr	7/26/2018	6/6/2019	12	13	3	2	2	202	205
Counseling Secretary	8 hr	7/25/2018	6/7/2019	13	14	3	2	0	202	n/a
Student Life & Activities Sec	8 hr	7/26/2018	5/28/2019	12	6	3	2	0	193	n/a
Media Specialist	8 hr	8/6/2018	5/22/2019	5	3	3	2	2	185	188
Accompanist/Teacher Aide	8 hr	7/31/2018	5/17/2019	9	0	3	0	0	182	n/a

Options Academy

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Principal	8 hr	7/26/2018	5/30/2019	17 ^a	13 ^b	3	2	2	207	210
Principal Secretary	8 hr	7/24/2018	5/30/2019	19 ^a	13 ^b	3	2	0	207	n/a
General Office Secretary	8 hr	7/26/2018	5/30/2019	12	8	3	0	0	193	n/a
Counselor	8 hr	7/26/2018	6/6/2019	12	13	3	2	2	202	205

a. Principal and Principal Secretary must work 5 floating contract days between July 1 and the date in the 'Day To Report' column.

b. Principal and Principal Secretary must work 8 contract days after teachers' last day and will complete 5 floating contract days prior to July 1.

Security

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Security Officers	8 hrs	7/30/2018	5/31/2019	10	10	3	2	0	195	n/a

*** Professional development training will be assigned to staff by Department/Site Administrator

Freshman Academy

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Assistant Principal	8 hr	7/26/2018	5/30/2019	12	8	3	2	2	197	200
Student Support Secretary	8 hr	7/25/2018	5/24/2019	13	5	3	2	0	193	n/a
Counselor	8 hr	7/26/2018	6/6/2019	12	13	3	2	2	202	205
Site Receptionist	8 hr	8/10/2018	5/21/2019	1	2	3	0	0	176	n/a
Media Specialist	8 hr	8/6/2018	5/22/2019	5	3	3	2	2	185	188

Middle School

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Principal	8 hr	7/26/2018	5/30/2019	17 ^a	13 ^b	3	2	2	207	210
Principal Secretary	8 hr	7/24/2018	5/30/2019	19 ^a	13 ^b	3	2	0	207	n/a
Assistant Principal	8 hr	7/26/2018	5/30/2019	12	8	3	2	2	197	200
General Office Secretary	8 hr	7/31/2018	5/22/2019	9	3	3	0	0	185	n/a
Attendance Secretary	8 hr	8/13/2018	5/22/2019	0	3	3	0	0	176	n/a
Counselor	8 hr	7/30/2018	5/28/2019	10	6	3	2	2	193	196
Counselor Secretary	8 hr	7/30/2018	5/30/2019	10	8	3	2	0	193	n/a
Site Receptionist	8 hr	8/9/2018	5/20/2019	2	1	3	0	0	176	n/a
Media Specialist	8 hr	8/6/2018	5/22/2019	5	3	3	2	2	185	188

a. Principal and Principal Secretary must work 5 floating contract days between July 1 and the date in the 'Day To Report' column.

b. Principal and Principal Secretary must work 8 contract days after teachers' last day and will complete 5 floating contract days prior to July 1.

Health Staff

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
School Nurse	8 hr	8/6/2018	5/17/2019	5	0	3	2	0	180	183
Health Aide	7 hr	8/8/2018	5/17/2019	3	0	3	2	0	178	n/a

Elementary

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Principal	8 hr	7/26/2018	5/24/2019	12	8 ^a	3	2	2	197	200
Principal Secretary	8 hr	7/24/2018	5/24/2019	14	8 ^a	3	2	0	197	n/a
Assistant Principal	8 hr	7/26/2018	5/30/2019	12	8	3	2	2	197	200
Site Receptionist	7 hr	8/13/2018	5/20/2019	0	1	3	0	0	174	n/a
Counselor	8 hr	8/2/2018	5/22/2019	7	3	3	2	2	187	190
Attendance/Counseling Secretary	7 hr	8/6/2018	5/21/2019	5	2	3	0	0	180	n/a
Media Specialist	8 hr	8/6/2018	5/20/2019	5	1	3	2	2	183	186

a. Principal and Principal Secretary must work 5 contract days after teachers' last day and will complete 3 floating contract days prior to July 1.

Early Childhood Center

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Principal	8 hr	7/26/2018	5/24/2019	12	8 ^a	3	2	2	197	200
Principal Secretary	8 hr	7/24/2018	5/24/2019	14	8 ^a	3	2	0	197	n/a
Pre K Teacher Assistant	7 hr	8/9/2018	5/17/2019	2	0	3	2	0	177	n/a
Site Receptionist	5 hr	8/13/2018	5/20/2019	0	1	3	0	0	174	n/a

a. Principal and Principal Secretary must work 5 contract days after teachers' last day and will complete 3 floating contract days prior to July 1.

Speech Pathologists & Psychologists/Psychometrists

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Speech Pathologist	8 hr	8/13/2018	5/17/2019	0	0	3	2	2	177	180
Speech Pathologist Lead	8 hr	8/1/2018	5/29/2019	8	7	3	2	2	192	195
Psychologist/Lead	8 hr	7/31/2018	5/28/2019	9	6	3	2	2	192	195
Psychologist/Psychometrist	8 hr	8/6/2018	5/24/2019	5	5	3	2	2	187	190

Teachers

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Classroom Teacher	8 hr	8/13/2018	5/17/2019	0	0	3	2	2	177	180
JROTC Teacher	8 hr	7/30/2018	6/17/2019	10	20	3	2	2	207	210
Career Tech Teachers	8 hr	8/13/2018	5/17/2019	0	0	3	2	2	177	180
Chrome Desk Teachers	8 hr	7/30/2018	5/24/2019	10	5	3	2	2	192	195
Academic Enrichment Specialists	8 hr	8/9/2018	5/17/2019	2	0	3	2	0	177	180
Read Recovery Teacher Leader	8 hr	7/26/2018	6/3/2019	12	10	3	2	0	197	200

Specialists

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Instructional Specialists	8 hr	7/30/2018	6/5/2019	10	12	3	2	0	197	200
Digital Learning Specialists & Lead	8 hr	7/23/2018	5/24/2019	15	5	3	2	2	197	200
Child & Family Resource Spec	8 hr	7/26/2018	5/30/2019	12	8	3	2	2	197	200

B&A

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
B&A Summer Camp Directors	7 hr	7/1/2018	6/30/2019	n/a	n/a	n/a	n/a	n/a	260	n/a
B&A Directors	6 hr	8/13/2018	5/20/2019	0	1	3	1	0	175	n/a
B&A Assistants	4-5 hr	8/16/2018	5/17/2019	0	0	0	1	0	171	n/a

Operations

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31***	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Crossing Guard	4 hrs	8/16/2018	5/17/2019	0	0	0	0	0	170	n/a
Parking Lot Attendant	7 hrs	8/15/2018	5/17/2019	0	0	1	0	0	171	n/a

Student Support

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31****	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Behavior Coach	7 hr	8/13/2018	5/17/2019	0	0	3	2	0	175	n/a
Intervener	7 hr	8/13/2018	5/17/2019	0	0	3	2	0	175	n/a
C.N.A.	7 hr	8/13/2018	5/17/2019	0	0	3	2	0	175	n/a
Job Coach	8 hr	8/13/2018	5/17/2019	0	0	3	0	0	173	n/a
Paraprofessionals	7 hr	8/13/2018	5/17/2019	0	0	3	2	0	175	n/a
ELL Assistant	7 hr	8/14/2018	5/17/2019	0	0	0	0	0	172	n/a
Ell Parent Liaison	8 hr	7/1/2018	6/30/2019	n/a	n/a	n/a	n/a	n/a	260	n/a
Interpreter	7 hr	8/13/2018	5/17/2019	0	0	3	2	0	175	n/a

Child Nutrition

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31****	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Nutrition Education Coordinator	8 hr	7/26/2018	6/11/2019	12	16	3	2	4*	207	n/a
Manager: Elem, ECC Manager In Training (7.5 hr)	8 hr	7/30/2018	5/20/2019	10	1	3	1	5*	190	n/a
Manager: MS, Subway, Assoc	8 hr	7/30/2018	5/20/2019	10	1	3	1	5*	190	n/a
Manager: HS, FA, ALT ACD	8 hr	7/30/2018	5/21/2019	10	2	3	1	5*	191	n/a
Cafeteria Employees**	Varies	8/14/2018	5/17/2019	0	0	0	0	0	171	n/a

* conference days may be holidays worked

** cafeteria employees will not work virtual day on 1/22/19

Transportation

Position	Hours Per Day	Day to Report	Final Day Worked	# Days Worked Before Teachers Report	# Days Worked After Teachers Last Day	Professional Days August 13, 14, 15**	Professional Days Aug 30 & 31****	Conference Days Oct 12 & 17 (1 day) Mar 8 & 13 (1 day)	Actual Days Worked	Hours to Days Equiv For Certified Staff
Bus Drivers	Varies	8/10/2018	5/17/2019	1	0	3	0	0	174	n/a
Bus Aides	Varies	8/10/2018	5/17/2019	1	0	3	0	0	174	n/a

*** Professional development training will be assigned to staff by Department/Site Administrator