

**INTER OFFICE**  
**MEMORANDUM**

**MORONGO UNIFIED SCHOOL DISTRICT**  
*PATRICIO VARGAS, DISTRICT SUPERINTENDENT*  
*www.morongo.k12.ca.us*

(760) 367-9191  
 Extensions 4225, 4226, 4237, 4243, 4276  
 FAX (760) 367-0712

Stacy Smalling  
 Assistant Superintendent  
 Human Resources

To: All Certificated Employees with Assignments Greater than the Teacher Work Year

From: Stacy Smalling

**SUBJECT: 2022-2023 CERTIFICATED Work Year Schedule**

This is the assignment schedule for all certificated employees with assignments greater than the teacher work year.

<u>TITLE</u>	<u>START DATE:</u>	<u>END DATE:</u>	<u>DAYS:</u>	<u>NON-WORK SCHEDULE:</u>
Directors	07/01/22	06/30/2023	12 months	*
Principal, HS	07/01/22	06/30/2023	12 months	*
Principal, JrHS/MS	07/01/22	06/30/2023	12 months	*
Program Specialist/ Manager	07/01/22	06/30/2023	12 months	*
Coordinators	07/01/22	06/30/2023	12 months	*
BCBA	07/01/22	06/30/2023	12 months	*
Principal, Alt HS	08/01/22	06/30/2023	213 days	**
PLUS+ Program Principal	07/01/22	06/30/2023	213 days	**
Asst Principal (Sec)	08/01/22	06/28/2023*	210 days	**
Psychologist	08/01/22	06/27/2023*	209 days	**
Mental Health Therapist	07/01/22	06/30/2023	209 days	**
PLUS+ Program Teacher	07/01/22	06/30/2023	205 days	**
TOA	08/02/22	06/20/2023*	203 days	**
Principal, Elem	08/02/22	06/20/2023*	203 days	**
Asst Principal (Elem)	08/02/22	06/20/2023*	203 days	**
Speech Pathologists	08/16/22	06/09/2023*	187 days	**
Counselor, HS & ALT	08/01/22	06/20/2023*	204 days	**
Counselor, JrHS/MS	08/05/22	06/20/2023*	200 days	**
School Nurse	08/09/22	06/09/2023*	192 days	**
District Librarian	08/01/2022	06/20/2023*	204 days	**

\*Twelve-month employees must submit non-work calendars to their supervisor for approval.

\*\*Non-work days are on the Teachers' Schedule. See adopted calendar.

November 21, 22, 23, 2022 are non-workdays for less than 12-month certificated staff.

All certificated employees with assignments greater than the teacher work year (i.e., on this list) are to report to work when the District experiences a partial or complete interruption of its operations. All days to be made up will be per Board Regulations 4151.1.

If supervisors need to change any of the above dates, prior approval must be obtained through Human Resources.

SS: mk (12/05/2022)