

INTER OFFICE**MEMORANDUM****MORONGO UNIFIED SCHOOL DISTRICT**

PATRICIO VARGAS, DISTRICT SUPERINTENDENT

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Stacy Smalling
 Assistant Superintendent
 Human Resources

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

From: Stacy Smalling

SUBJECT: 2023-2024 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	07/01/23	06/30/2024	12 months	*
Principal, HS	07/01/23	06/30/2024	12 months	*
Principal, JrHS/MS	07/01/23	06/30/2024	12 months	*
Program Specialist/ Manager	07/01/23	06/30/2024	12 months	*
Coordinators	07/01/23	06/30/2024	12 months	*
BCBA	07/01/23	06/30/2024	12 months	*
Principal, Alt HS	07/28/23	06/30/2024	213 days	**
PLUS+ Program Principal	07/03/23	06/30/2024	213 days	**
Asst Principal (Sec)	07/31/23	06/26/2024	210 days	**
Psychologist	08/01/23	06/26/2024	209 days	**
Mental Health Therapist	07/03/23	06/30/2024	209 days	**
PLUS+ Program Teacher	07/03/23	06/30/2024	205 days	**
TOA	07/31/23	06/14/2024	203 days	**
Principal, Elem	08/02/23	06/18/2024	203 days	**
Asst Principal (Elem)	08/02/23	06/18/2024	203 days	**
Speech Pathologists	08/14/23	06/06/2024	187 days	**
Counselor, HS, JrHS/MS, ALT	08/01/23	06/18/2024	204 days	**
School Nurse	08/07/23	06/06/2024	192 days	**
District Librarian	08/01/23	06/18/2024	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 20, 21, 22, 2023 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 (05/23/2023)