

MARION COMMUNITY SCHOOLS IMPORTANT DATES

As of May 9, 2017

These dates have been approved by the Superintendent. A request for any deviation from these dates must be submitted in writing with a rationale to the Human Resources Director for approval.

Please refer to the Employee Statement of Benefits for information regarding your employee group and Level A, B and C benefits. The Employee Statement of Benefits can be found on the MCS website in My Giants; HR; Publications or under Departments; Human Resources; Employee Documents.

Position	Employee Group/Benefit Level	Number of Days	Start Date for 2016-2017	End Date for 2016-2017	Start Date for 2017-2018	End Date for 2017-2018	Start Date for 2018-2019	End Date for 2018-2019
NON-CERTIFIED STAFF								
At-Risk Coordinator	Professional-Level B	200	July 29, 2016	June 5, 2017	August 1, 2017	June 1, 2018	July 31, 2018	May 31, 2019
Attendance Officer	Professional-Level B	198	August 1, 2016	May 31, 2017	August 2, 2017	May 31, 2018	August 1, 2018	May 30, 2019
Clinic Assistant	EA – Level A	187	August 8, 2016	May 23, 2017	August 9, 2017	May 23, 2018	August 8, 2018	May 21, 2019
CTE Bookkeeper/Receptionist	Clerical – Level B	211	July 22, 2016	June 9, 2017	July 25, 2017	June 11, 2018	July 24, 2018	June 7, 2019
CTE Health Career Support/Athletic Trainer	Professional-Level B	220	July 18, 2016	June 15, 2017	July 18, 2017	June 15, 2018	July 17, 2018	June 13, 2019
Assistant Athletic Director	Professional-Level B	210	July 25, 2016	June 15, 2017	July 26, 2017	June 11, 2018	July 25, 2018	June 7, 2019
Educational Assistants	EA – Level A	186	August 9, 2016	May 23, 2017	August 10, 2017	May 23, 2018	August 9, 2018	May 21, 2019
Elementary Secretary	Clerical – Level B	202	July 29, 2016	June 5, 2017	August 1, 2017	June 4, 2018	July 31, 2018	June 3, 2019
Food Service Coordinator *	District Supervisor – Level C	220	July 15, 2016	June 16, 2017	July 18, 2017	June 15, 2018	July 17, 2018	June 13, 2019
Food Service Payroll/Accounts Payable Bookkeeper*	Clerical – Level B	221	July 15, 2016	June 16, 2017	July 18, 2017	June 18, 2018	July 17, 2018	June 14, 2019
Food Service Staff	Food Service – Level A	186	August 9, 2016	May 22, 2017	August 10, 2017	May 23, 2018	August 9, 2018	May 21, 2019
Head Start Community Partnership Coordinator	Social Service Specialist-Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
Head Start Family Engagement Coordinator	Social Service Specialist-Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019

Head Start Health Coordinator	Professional- Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
Head Start Mental Health Coordinator	Professional- Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
Head Start Secretary	Clerical – Level B	202	July 29, 2016	June 5, 2017	August 1, 2017	June 4, 2018	July 31, 2018	June 3, 2019
High School Athletic Secretary	Clerical – Level B	189	August 1, 2016	May 17, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
High School Enrollment Secretary	Clerical – Level B	202	July 29, 2016	June 5, 2017	August 1, 2017	June 4, 2018	July 31, 2018	June 3, 2019
High School Support Secretary	Clerical – Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
IDEA Behavior Support Specialist	Professional- Level B	203	August 2, 2016	June 8, 2017	July 31, 2017	June 5, 2018	July 30, 2018	June 3, 2019
Intermediate Data Coordinator	Clerical – Level B	215	July 20, 2016	June 13, 2017	July 26, 2017	June 13, 2018	July 20, 2018	June 11, 2019
Intermediate Secretary/Bookkeeper	Clerical – Level B	215	July 29, 2016	June 13, 2017	August 1, 2017	June 4, 2018	July 31, 2018	June 3, 2019
Junior High School Bookkeeper	Clerical – Level B	202	July 29, 2016	June 5, 2017	August 1, 2017	June 4, 2018	July 31, 2018	June 3, 2019
Junior High School Principal's Secretary	Clerical – Level B	215	July 20, 2016	June 13, 2017	July 21, 2017	June 13, 2018	July 20, 2018	June 11, 2019
Junior High School Secretary	Clerical – Level B	202	July 29, 2016	June 5, 2017	August 1, 2017	June 4, 2018	July 31, 2018	June 3, 2019
Library Coordinator	Library Coordinator – Level A	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
MHS Discipline Support Specialist	Professional- Level B	203	August 2, 2016	June 8, 2017	July 31, 2017	June 5, 2018	July 30, 2018	June 3, 2019
MHS Student Support Specialist	Professional- Level B	203	August 2, 2016	June 8, 2017	July 31, 2017	June 5, 2018	July 30, 2018	June 3, 2019
MHS Graduation Coach	Professional- Level B	189	August 8, 2016	May 25, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
MRCC Community Support Specialist	Professional- Level B	200	July 29, 2016	June 5, 2017	August 1, 2017	June 1, 2018	July 31, 2018	May 31, 2019
Nurses	Professional- Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
Preschool Enrollment Coordinator	Social Service Specialist – Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
Recess Monitors	EA – Level A	186	August 9, 2016	May 23, 2017	August 10, 2017	May 23, 2018	August 9, 2018	May 21, 2019
SIG Student Support Specialist	Professional- Level B	203	August 2, 2016	June 8, 2017	July 31, 2017	June 5, 2018	July 30, 2018	June 3, 2019
SIG Behavior Specialist	Professional- Level B	187	August 9, 2016	May 24, 2017	August 10, 2017	May 24, 2018	August 9, 2018	May 22, 2019

Social Service Specialists	Social Service Specialist – Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
Special Services Medicaid Trainer/Data/Receptionist	Clerical – Level B	202	July 29, 2016	June 5, 2017	August 1, 2017	June 4, 2018	July 31, 2018	June 3, 2019
Speech/Language Assistant (no paid Holidays are available for this position)		183	August 8, 2016	May 24, 2017	August 10, 2017	May 23, 2018	August 8, 2018	May 22, 2019
Title I Elementary Student Support Specialist	Professional- Level B	180	August 9, 2016	May 23, 2017	August 10, 2017	May 23, 2018	August 9, 2018	May 21, 2019
Title I Extended Learning Specialist	Professional- Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018		May 22, 2019
Title I Part A and D McKinney Vento Student Support Specialist	Professional- Level B	189	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
Title I Secondary Student Support Specialist	Professional- Level B	203	August 2, 2016	June 8, 2017	July 31, 2017	June 5, 2018	July 30, 2018	June 3, 2019
Transportation Bus Drivers/Aides	Transportation – Level A	186	August 9, 2016	May 23, 2017	August 10, 2017	May 23, 2016	August 9, 2018	May 21, 2019
Transportation Coordinator	District Supervisor – Level C	220	July 18, 2016	June 14, 2017	July 18, 2017	June 15, 2018	July 17, 2018	June 13, 2019
Transportation Receptionist	Clerical – Level B	202	July 29, 2016	June 5, 2017	August 1, 2017	June 4, 2018	July 31, 2018	June 3, 2019
Transportation Dispatcher/Bookkeeper	Clerical – Level B	202	July 29, 2016	June 5, 2017	August 1, 2017	June 4, 2018	July 31, 2018	June 3, 2019
ADMINISTRATIVE/CERTIFIED STAFF								
Dean of Students/Basketball	Administrative – Level C	198	Determined by Principal	Determined by Principal	Determined by Principal	Determined by Principal	Determined by Principal	Determined by Principal
Dean of Students/Football	Administrative – Level C	198	Determined by Principal	Determined by Principal	Determined by Principal	Determined by Principal	Determined by Principal	Determined by Principal
Director of Marion Regional Career Center	Administrative – Level C	213	July 26, 2016	June 15, 2017	July 27, 2017	June 15, 2018	July 26, 2018	June 13, 2019
Elementary Administrator/District PBIS/Testing	Administrative – Level C	203						
Elementary Assistant Principals	Administrative – Level C	198	August 4, 2016	June 5, 2017	August 7, 2017	June 7, 2018	August 6, 2018	May 31, 2019
Elementary Principals	Administrative – Level C	208	July 28, 2016	June 12, 2017	July 31, 2017	June 12, 2018	July 30, 2018	June 10, 2019
Head Start Program Coordinator	Administrative – Level C	215	July 25, 2016	June 16, 2017	July 26, 2017	June 18, 2018	July 25, 2018	June 14, 2019
Intermediate School Assistant Principal	Administrative – Level C	203	August 2, 2016	June 8, 2017	August 3, 2017	June 8, 2018	August 2, 2018	June 6, 2019
Intermediate School Principal	Administrative – Level C	213	July 26, 2016	June 15, 2017	July 27, 2017	June 15, 2018	July 26, 2018	June 13, 2019

Junior High School Assistant Principal	Administrative – Level C	203	August 2, 2016	June 8, 2017	August 3, 2017	June 8, 2018	August 2, 2018	June 6, 2019
Junior High School Principal	Administrative – Level C	220	July 26, 2016	June 15, 2017	July 18, 2017	June 15, 2018	July 17, 2018	June 13, 2019
MCS Teachers	Administrative – Level C	183	August 8, 2016	May 24, 2017	August 9, 2017	May 24, 2018	August 8, 2018	May 22, 2019
MHS Assistant Principals	Administrative – Level C	203	August 2, 2016	June 8, 2017	August 3, 2017	June 8, 2018	August 2, 2018	June 6, 2019
Special Services Coordinator	Administrative – Level C	215	July 25, 2016	June 16, 2017	July 26, 2017	June 18, 2018	July 25, 2018	June 14, 2019

Any additional days needed due to school closings would be added at the end of the year.

It is expected that administrative employees who work less than 260 days per year will not work during Fall, Winter, and Spring Breaks. A non-contract work day may be requested by administrators during usual and customary breaks. However, it is expected that coverage for each building will be provided until the last day indicated on the chart above.

Formula for calculating start and end dates for non-certified employees working less than 260 days per year:

Number of Days – 183 teacher days - 6 paid holidays (excluding employees who do not qualify for holiday pay) = number of additional days worked, which are divided by two and added to the beginning of the school year and the end of the school year if possible.

Administrator’s start and end dates were determined by the Superintendent.

NON-CERTIFIED STAFF FORMULA

	Number of Days Worked (includes 6 paid Holidays)	Number of Days Before Teachers Start	Number of Days after Teachers End
	183 (no paid Holidays)	same as teachers	same as teachers
	189	same as teachers	same as teachers
	198 – Admin.	2	7
	199	5	5
	200	6	5
	202	6	7
	203	7	7
	203 – Admin.	4	10
	204 – Admin.	8	7
	208 – Admin.	7	12
	200	10	11
	211	11	11

	213	12	12
	213 – Admin.	9	15
	215	13	13
	215 – Admin.	10	16
	220	Days must be balanced according to the number of days left in June after the last day for teachers. (16)	Must end by June 30 (15)
	221	Days must be balanced according to the number of days left in June after the last day for teachers. (16)	Must end by June 30 (16)