

# 2022-2023 Employment Schedule

The instructional school year begins August 1, 2022 and ends May 24, 2023. Pre-planning is scheduled for July 25-29, 2022, and post planning is scheduled for May 25 and 26, 2023.

## **ANNUAL OPERATIONAL EMPLOYEES**

### **\*July 1, 2022 through June 30, 2023**

Annual operational employees will work according to the 2022-2023 annual operational employee calendar. Please refer to the calendar for specific holidays and Administrative Rule GARK-R regarding earned vacation leave.

## **ANNUAL ADMINISTRATIVE EMPLOYEES AND HIGH SCHOOL SECRETARIES**

### **\*July 1, 2022 through June 30, 2023**

Annual administrative employees and high school secretaries will work a total of 235 days from July 1 through June 30. Please refer to the 2022-2023 annual administrative employee calendar for holidays and Administrative Rule GARK-R regarding earned vacation leave.

## **COORDINATORS; CONSULTANTS; PSYCHOLOGISTS; CAMPUS POLICE OFFICERS; ELEMENTARY & MIDDLE SCHOOL SECRETARIES (218 Days)**

### **\*July 6, 2022 through June 23, 2023**

Coordinators, consultants, psychologists, campus police officers, and elementary and middle school secretaries will work a total of 218 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus thirteen days prior to pre-planning (July 6\*-22), pre-planning (July 25-29), November 8, January 3 and 4, post-planning (May 25 and 26), and eighteen days after post-planning (May 30 – June 23\*).

\*Specific dates may be impacted by summer work schedule.

## **ASSISTANT PRINCIPALS; COORDINATORS; PSYCHOLOGISTS (208 Days)**

### **\*July 8, 2022 – June 12, 2023**

Assistant principals, coordinators, and psychologists will work a total of 208 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus eleven days prior to pre-planning (July 8\*-22), pre-planning (July 25-29), November 8, January 3 and 4, post-planning (May 25 and 26), and ten days after post-planning (May 30 – June 12).

\*Specific dates may be impacted by summer work schedule.

Note: High school assistant principals may be requested to work an additional three day between July 1, 2022, and June 30, 2023. These three days will be assigned by the high school principal and reported to Payroll when worked.

## **SUPPORT AND SERVICES ADMINISTRATORS (198 Days)**

### **\*July 15, 2022 through June 5, 2023**

Support and services administrators will work a total of 198 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus six days prior to pre-planning (July 15\*-22), pre-planning (July 25-29), November 8, January 3 and 4, post-planning (May 25 and 26), and five days after post-planning (May 30 – June 5).

Note: Selected SSAs will work a total of 208 days. For the 2022-2023 school year this will include the 198 days scheduled for all SSAs as well as an additional ten days to support Extended School Year. These 10 days will be assigned by the Director of Special Education and reported to Payroll when worked.

\*Specific dates may be impacted by summer work schedule.

**BOOKKEEPERS; RANK III CLERKS, BRAILLE CLERKS (198 Days)**

**July 18, 2022 through June 6, 2023**

Bookkeepers and middle school pupil personnel clerks will work a total of 198 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus five days prior to pre-planning (July 18-22), pre-planning (July 25-29), November 8, January 3 and 4, post-planning (May 25 and 26), and six days after post-planning (May 30 – June 6).

**PSYCHOLOGISTS (198 Days)**

**July 25, 2022 through June 13, 2023**

Psychologists will work a total of 198 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus pre-planning (July 25-29), November 8, January 3 and 4, post-planning (May 25 and 26), and eleven days after post planning (May 30 – June 13).

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

**July 20, 2022 through June 1, 2023**

High school pupil personnel clerks and high school Rank III guidance clerks will work a total of 193 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus three days prior to pre-planning (July 20-22), pre-planning (July 25-29), November 8, January 3 and 4, post-planning (May 25 and 26), and three days after post-planning (May 30 – June 1).

**TEACHERS NEW TO COBB COUNTY (191 Days)**

**July 19, 2022 through May 26, 2023**

Teachers new to Cobb will work a total of 191 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus four days prior to pre-planning (July 19-22), pre-planning (July 25-29), November 8, January 3 and 4, and post-planning (May 25 and 26).

**TEACHERS AND SCHOOL COUNSELORS (187 Days)**

**July 25, 2022 through May 26, 2023**

Teachers and School Counselors will work a total of 187 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus pre-planning (July 25-29), November 8, January 3 and 4, and post-planning (May 25 and 26).

**RANK I SCHOOL CLERKS; RANK I HIGH SCHOOL GUIDANCE CLERKS; SCHOOL SOCIAL WORKERS; OCCUPATIONAL & PHYSICAL THERAPISTS; OT ASSISTANTS; SPECIAL ED COUNTY-WIDE AND SPECIAL ED SCHOOL-BASED NURSES (188 Days)**

**July 22, 2022 through May 26, 2023**

Rank 1 school clerks, Rank I high school guidance clerks, school social workers, occupational and physical therapists, occupational therapist assistants and special education county-wide and school-based nurses will work a total of 188 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus six days prior to the start of school (July 22-29), November 8, January 3 and 4, and post-planning (May 25 and 26).

**SCHOOL FOOD SERVICE MANAGERS (188 Days)**

**July 20, 2022 through May 25, 2023**

School food service managers will work a total of 188 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) plus eight days prior to the start of school (July 20 – 29), November 8, January 4, and May 25.

**CONSULTING NURSES; LOCAL SCHOOL NURSES (183 Days)****July 25, 2022 through May 25, 2023**

Consulting nurses and Local School Nurses will work a total of 183 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023), plus five days prior to the start of school (July 25-29), and one day following the end of school (May 25).

**PARAPROFESSIONALS (181 Days)****\*\*July 25, 2022 through May 24, 2023**

Paraprofessionals will work a total of 181 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) and four additional days prior to school opening. Paraprofessional must work four of the five pre-planning days as designated by their principal.

**SCHOOL BUS DRIVERS (181 Days)****\*\*July 25, 2022 through May 24, 2023**

School bus drivers will work a total of 181 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) and four additional days prior to school opening. School bus drivers must work four of the five pre-planning days as determined by the Transportation office.

**SCHOOL FOOD SERVICE ASSISTANTS (180 Days)****July 26, 2022 through May 25, 2023 (Please note additional information regarding the first day of work.)**

School food service assistants will work a total of 180 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) and three additional days as determined by local school food service managers. The additional days may be scheduled as:

- Option 1: July 26, 28 and 29, 2022; or
- Option 2: July 26 and 28, 2022 and May 25, 2023

**SCHOOL BUS MONITORS (178 Days)****July 25, 2022 through May 24, 2023 (Please note additional information regarding the first day of work.)**

School bus monitors will work a total of 178 days. For the 2022-2023 school year this will include the 177 days that school is in session (August 1, 2022, through May 24, 2023) and one day of the five pre-planning days as determined by the Transportation office.

**\*Due to the summer work schedule, adjustments may be made to accommodate school closures on Fridays.**

**\*\*Employees must work four of the five pre-planning days as determined by the employee's supervisor.**

**Please Note: Employees are not permitted to work in excess of the number of contract or scheduled days without prior approval from Human Resources.**