



**HAMILTON COUNTY DEPARTMENT OF EDUCATION**

3074 Hickory Valley Road, Building 200-1  
 Chattanooga, Tennessee 37421  
 423/209-8538

To: Principals  
 From: Angelia Askins, Human Resources Director  
 Date: May 2, 2017  
 Re: 2017-2018 School-Based Reporting Dates for Classified Personnel

**NOTE: Educational assistants and attendants whose position is funded by Exceptional Education may have an in-service day on August 8. Information will be sent to principals.**

**Note: Classified employees work the standard 7.5 hours on parent/teacher conference days. They do not work extended days unless the school pays for the additional hours worked or workday is modified. Please call Angelia Askins at 209-8515 if you have questions about extended days.**

<i>Position</i>	<i>Work year</i>	<i>Begin Date</i>	<i>End Date</i>
<b>Lead Secretary and Registrar (211 days)            Secretary (201 Days)</b>  <b>Note: Only one secretary per school works 211 days. 211-day secretaries must report to work on July 25<sup>th</sup> as the first day. July 26<sup>th</sup> is the Bookkeeper/Secretary meeting.</b>	10.50 months 211 Days	07/25/17	6/5/18
	10 months 201 Days	08/02/17	5/25/18

<i>Position</i>	<i>Work year</i>	<i>Begin Date</i>	<i>End Date</i>
<b>Bookkeeper</b>  <b>Note: All school-based bookkeepers work 216 days. Finance will determine the days for itinerant bookkeepers. Principals will determine days for bookkeepers who are not itinerant. July 26<sup>th</sup> is the Bookkeeper/Secretary meeting.</b>	10.75 months 216 Days	7/24/17	6/12/18

<i>Position</i>	<i>Work year</i>	<i>Begin Date</i>	<i>End Date</i>
<b>Behavior Support Technician Dawn School            Computer Technician Exceptional Education            Community Relations Specialist</b>	12 months 241 Days	7/17/17	7/10/18

<i>Position</i>	<i>Work year</i>	<i>Begin Date</i>	<i>End Date</i>
<b>ESOL Technician Risk Management Technician Telemedicine Care Coordinator</b>	10.50 months 211 Days	7/25/17	6/5/18
<b>Family Partnership Specialist Assistive Technology Specialist</b>	11 months 221 Days	7/17/17	6/13/18
<b>Behavior Management Specialist ISS Monitor</b>  <u>DO NOT WORK:</u> August 3, 4, 7, 8, 9, 10, 11; October 6; December 20; January 4, 5; March 16; May 23, 24, 25	185 Days	8/14/17	5/22/18
<b>College and Career Advisor Family Resource Site Director Homeless Liaison Parent Volunteer Coordinator Truant Officer</b>	10 months 201 Days	8/2/17	5/25/18

<i>Position</i>	<i>Work year</i>	<i>Begin Date</i>	<i>End Date</i>
<b>Acuity Screener Attendance Clerk Clerical Assistant Computer Technician Educational Assistant/Attendant Interpreter Nurse Pre-K Assistant Speech/Language Assistant Visual Disabilities Technician</b>  <u>DO NOT WORK:</u> October 6; January 4, 5	197 days	8/3/17	5/25/18

**All full-time school employees (with benefits) receive the following holidays and/or vacation days:**

Holiday	Labor Day	September 4, 2017	Paid
Holiday	Fall Break	October 9-13, 2017	Non-Paid
Holiday	Thanksgiving	November 22, 2017	Non-Paid
Holiday	Thanksgiving	November 23-24, 2017	Paid
Vacation	Winter Break	December 21, 2017-January 3, 2018	Paid
Holiday	Martin Luther King Day	January 15, 2018	Paid
Holiday	Presidents' Day	February 19, 2018	Non-Paid
Holiday	Spring Holiday	March 30, 2018	Paid
Holiday	Spring Break	April 2-6, 2018	Non-Paid