
OZARK CITY SCHOOLS

PROCEDURE

TEACHER WORK DAYS

1. Principals and supervisors are to set a schedule for the day to include a 6 hour work day outside of a lunch break.
2. Employees working under a 187 day contract will be scheduled to work. This includes teachers and OCBE aides.
3. Child Nutrition managers and workers will be scheduled as needed by the CNP Director. This schedule is generally given at the beginning of the school year.
4. Bus drivers will be scheduled as needed by the Transportation Supervisor based on bus training and recertification dates. They will be given a schedule of work days outside of student days. Mechanics are 12 month employees and are to work unless taking accrued leave time.
5. School Nurses are under a 182 day contract and will be given a work schedule at the beginning of the year to schedule days outside of student days.
6. Full-time employees working under Kelly Service, Appleton Learning, and Finatra are to work on an as-needed bases according to the needs of their Principal or Supervisor. Principals and Supervisors should email a request to central office Human Resource Director for approval of those personnel to work.