

**Management, Supervisory and Confidential Personnel****WORK YEAR****Certificated Management Work Year**

The superintendent, in consort with the management team, will annually develop a plan to ensure that each school site has scheduled administrative coverage during the site manager's release time and/or absence. Work days for Certificated Management are to be school days, full school activity days, full conference days, week days (Monday through Friday) or other days by agreement of the Superintendent or designee. The established work year shall be:

1.	High School Principal	220 days
	High School Asst. Principal	210 days
	Alternative Education Principal	220 days
2.	Middle School Principal	217.5 days
	Middle School Asst. Principal	210 days
3.	Elementary Principal	215 days
	Elementary Asst. Principal	210 days
4.	Director of Curriculum	217.5 days
5.	Director of Special Education	217.5 days
6.	Program Specialist	205 days
7.	Administrative Intern*	205 days
8.	School Psychologist	190 days
9.	School Nurse	185 days

\**Administrative Intern*: An individual that has been assigned administrative duties and has entered the Administrative Services Credentialing Program but has not completed the A through E requirements. An intern has a maximum of two years to complete this program or return to the classroom.

**Classified Management Work Year/Vacation**

The following positions shall be considered as classified management. The established work year shall be:

1.	Transportation Supervisor	260 days
2.	Director of Fiscal Services	260 days

**WORK YEAR** (continued)

3.	Administrative Assistant	260 days
4.	Director of Personnel Services	260 days
5.	Technology Supervisor	260 days
6.	Maintenance & Operations Supervisor	260 days

Classified Managers shall earn and accrue vacation at a rate of 2.25 days per month. Classified Managers shall receive paid holidays as listed in BP 4364, Holidays.

**Confidential Work Year/Vacation**

The following positions shall be considered as confidential service. The established work year for Confidential positions shall be:

1.	Technology Specialist I	260 days
2.	Technology Specialist II	260 days
3.	Payroll Technician I	260 days
4.	Payroll/Utility Clerk	260 days
5.	Administrative Services Secretary	260 days
6.	Accounting Assistant	260 days

Confidential positions shall earn and accrue vacation days at the following rate:

1 through 2 years employment	1.25 days per month
3 through 5 years employment	1.50 days per month
6 or more years employment	1.75 days per month

Confidential positions shall receive paid holidays as listed on BP 4364, Holidays.