



School City of Hammond
Department of Human Resources

41 Williams Street, Hammond, IN 46320 – Phone (219) 933-2400 – Fax (219) 554-4505

TO: Full-time and Permanent Support Staff

FROM: Eric D. Kurtz,
Asst. Superintendent of Business Services - CFO

RE: Return to School for the 2023-24 School Year

DATE: June 12, 2023

Please be advised that you are required to return on August 10, 2023 (please note that Recess Aides & Safety Security Specialists do not return until August 14, 2023) and are to report to the school where you were assigned last year unless you have been notified that your assignment or school has been changed. Your assignment is tentative until a staffing assessment is completed during the first week of school. Questions regarding your assignment are to be made to the director of your department.

If you are unable to accept your assignment, you must immediately provide a written letter of resignation to the Department of Human Resources. If you have any further questions, please contact the Department of Human Resources at 219-933-2400, ext. 1030.

Enclosed is the Official Workday and 2023-24 Schedule for Support Staff. Please be sure to review it in its entirety and retain it for your records so that you can refer to it throughout the school year.

To better service our employees, our office will be conducting much of its communication electronically. **Note that all Support Staff information will be sent via email and posted on our website, www.hammond.k12.in.us.**

OFFICIAL WORKDAY AND SCHEDULE FOR SUPPORT PERSONNEL

Behavioral Modification Paraprofessional (I.C.B.M.) – Middle and High Schools (185)

* Seven hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Language Development Program (LDP) Paraprofessional (185)

* Six hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Title I Paraprofessional - Elementary Schools (185)

* Six-and-a-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Title I Paraprofessional - Middle and High Schools (185)

* Six-and-a-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Media Technician Paraprofessional - Elementary Schools (185)

* 7 hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Media Technician Paraprofessional - Middle and High Schools (185)

* 7-and-a-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Special Education Aide/Paraprofessional (185)

* Six-and-a-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to Director of Special Education.

Security Safety Specialists (180)

* 8 hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Suspension Expulsion Interventionist (185)

* 7-and-a-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to the appropriate supervisor.

Vocational Special Needs Paraprofessional (185)

* Six-and-half hours daily – 30 minute (duty free/unpaid) lunch period. Questions should be directed to Director of Vocational Education.

OFFICIAL WORKDAY AND SCHEDULE FOR SUPPORT PERSONNEL

2023 - 2024 SCHEDULE

S	August 10th & 11th	Teacher Workday – Aides Work Regular Schedule (<i>Recess aides Security Safety Specialists Not Scheduled to Work</i>)
	August 14th	Classes Begin
	September 4th	*Labor Day - <i>Aides Do Not Work -</i>
	October 18th	Teacher Workday – Aides Work Regular Schedule (<i>Recess Aides & Security Safety Specialists Not Scheduled to Work</i>)
	October 19th & 20th	Fall Break - <i>Aides Do Not Work -</i>
	November 6th	e-Learning Day - Aides Work Regular Schedule (<i>Recess Aides & Security Safety Specialists report to Work</i>)
	November 7th	No School
	November 22nd – 24th	Thanksgiving Break - <i>Aides Do Not Work –</i> * Thanksgiving Day - <i>Aides Do Not Work –</i> *
	December 22nd	Teacher Workday – Aides Work Regular Schedule (<i>Recess Aides & Security Safety Specialists Not Scheduled to Work</i>)
	December 25^h - January 5th	Winter Break - <i>Aides Do Not Work –</i> * Christmas Day - December 25 * New Year's Day - January 1
	January 15th	* Martin Luther King Day - <i>Aides Do Not Work –</i>
	February 16th	e-Learning Day - Aides Work Regular Schedule (<i>Recess Aides & Security Safety Specialists report to Work</i>)
	February 19th	* President's Day - <i>Aides Do Not Work –</i>
	March 18th	e-Learning Day - Aides Work Regular Schedule (<i>Recess Aides & Security Safety Specialists report to Work</i>)
	March 25th – April 1st	Spring Recess - <i>Aides Do Not Work</i>
	May 7th	No School
	May 27th	* Memorial Day - <i>Aides Do Not Work -</i>
	May 31st	Teacher Workday – Aides Work Regular Schedule (<i>Recess Aides & Security Safety Specialists Not Scheduled to Work</i>)

* Paid Holidays for Support Staff Scheduled to Work Twenty (20) or More Hours Per Week